



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **PMBHAN208C Store products**

**Revision Number: 1**

## **PMBHAN208C Store products**

### **Modification History**

Not applicable.

### **Unit Descriptor**

#### **Unit descriptor**

This competency covers the storing of products (raw or finished) for production or despatch. It applies to all sectors of the industry.

This competency is typically performed by operators working either independently or as part of a work team.

### **Application of the Unit**

#### **Application of this unit**

This competency applies to operators who organise the storage of finished products and raw materials for production, post-production and despatch. The key factors are identifying of products, storing of products/materials and keeping appropriate records.

It includes:

- identifying different types of materials and products
- storing products correctly and safely
- monitoring products
- maintaining records of products in storage.
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### **Licensing/Regulatory Information**

Not applicable.

## Pre-Requisites

### Prerequisites

This unit has **no** prerequisites.

## Employability Skills Information

### Employability Skills

This unit contains employability skills.

## Elements and Performance Criteria Pre-Content

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes of a unit of competency	Performance Criteria describe the required performance needed to demonstrate achievement of the Element. Assessment of performance is to be consistent with the Evidence Guide.

## Elements and Performance Criteria

<b>ELEMENT</b> <b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b> Performance Criteria describe the required performance needed to demonstrate achievement of the Element. Assessment of performance is to be consistent with the Evidence Guide.
1. Identify required products.	1.1 Identify products to be stored for type, potential uses, possible hazards, frequency of use. 1.2 Determine size, shape and special storage requirements. 1.3 Identify stock/inventory systems requirements and relevant product information.
2. Establish storage area.	2.1 Select storage area to meet regulatory requirements for storing product type and quantity. 2.2 Obtain appropriate workplace clearances for use of storage area. 2.3 Clear storage area of waste and contaminants. 2.4 Install appropriate safety equipment. 2.5 Plan storage areas into classes of goods based on hazards, frequency of use, safe height, weight, size and crushability of the products. 2.6 Ensure access and egress for safe use by appropriate manual handling equipment, forklifts or safe lifting by personnel.
3. Store products.	3.1 Observe product condition on delivery. 3.2 Return any product below specifications to appropriate work areas. 3.3 Transfer product using appropriate equipment according to enterprise requirements and using good OHS procedures. 3.4 Store products observing any requirements for separation of particular classes of goods. 3.5 Locate products to enable appropriate number and ease of access for frequently required items.
4. Monitor products in storage.	4.1 Check and maintain supplies of products. 4.2 Check physical and chemical state of stored products. 4.3 Check equipment used to keep stored products in required state. 4.4 Take action required by procedures.
5. Complete stock and inventory records.	5.1 Complete stock and inventory records and forward to appropriate personnel.

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
ELEMENT	Performance Criteria describe the required performance needed to demonstrate achievement of the Element. Assessment of performance is to be consistent with the Evidence Guide.
	5.2 Maintain stock and inventory records. 5.3 Raise appropriate reorder documentation as required.

## Required Skills and Knowledge

This describes the essential skills and knowledge and their level required for this unit.

Application of knowledge of the materials/products/packaging sufficient to recognise variance from storage requirements and then determine an appropriate action that is consistent with operating guidelines.

Knowledge of organisation procedures and relevant regulatory requirements along with the ability to implement them within appropriate time constraints and work standards.

Competence includes the ability to:

- apply and/or describe: principles of storing products; product characteristics; impact of contamination; hazard identification; product transfer system; manual handling techniques
- plan own work, including predicting consequences and identifying improvements
- identify when the operator is able to rectify problems, when assistance is required and who is the appropriate source for assistance
- identify and describe own role and role of others involved directly in the storing of products
- identify factors which may affect product quality and appropriate remedies
- use PPE, safely handle products and materials, read relevant safety information and apply safety precautions appropriate to the task
- distinguish between causes of faults such as different products, equipment (electrical, mechanical and manual), contamination.

### Language, literacy and numeracy requirements

This unit requires the ability to read and interpret typical product specifications, job sheets, procedures, material labels and safety information as provided to operators.

Writing is required to the level of completing workplace forms.

Basic numeracy is required, eg to determine that two 25 kg bags are needed to make up a requirement for 50 kg.

## Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

### Overview of assessment

Assessment will occur using industrial products and will be undertaken in a work like environment

### Critical aspects for assessment and evidence required to demonstrate competency in this unit

It is essential that competence is demonstrated in the knowledge and skills defined in this unit. These may include the ability to:

- recognise the importance of material properties and qualities
- apply approved procedures
- take appropriate action to resolve problems or report problems to appropriate personnel.

Consistent performance should be demonstrated. For example, look to see that:

- storing standards are met consistently
- upstream and downstream communication is timely and effective
- procedures and work instructions are read and interpreted correctly
- problems are identified and appropriate action is taken (ie the problem is fixed or reported)
- all safety procedures are followed.

### **Assessment method and context**

A holistic approach should be taken to the assessment.

Assessors must be satisfied that the person can consistently perform the unit as a whole, as defined by the Elements, Performance Criteria and skills and knowledge.

Competence in this unit may be assessed:

- on a processing plant, allowing for operation under all normal and a range of abnormal conditions
- in a situation allowing for the generation of evidence of the ability to respond to problems
  - by using a suitable simulation and/or a range of case studies/scenarios
  - through a combination of these techniques.

In all cases it is expected that practical assessment will be combined with targeted questioning to assess the underpinning knowledge and theoretical assessment will be combined with appropriate practical/simulation or similar assessment. Assessors need to be aware of any cultural issues that may affect responses to questions.

Assessment processes and techniques must be culturally appropriate and appropriate to the oracy, language and literacy capacity of the assessee and the work being performed.

### **Specific resources for assessment**

This section should be read in conjunction with the Range Statement for this unit of competency. Resources required include suitable access to an operating plant or equipment that allows for appropriate and realistic simulation. A bank of case studies/scenarios and questions will also be required to the extent that they form part of the assessment method.

Questioning may take place either in the workplace, or in an adjacent, quiet facility such as an office or lunchroom. No other special resources are required.

Access must be provided to appropriate learning and/or assessment support when required.

Where applicable, physical resources should include equipment modified for people with disabilities.

## **Range Statement**

### **RANGE STATEMENT**

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

Where reference is made to industry codes of practice, and/or Australian/international standards, the latest version must be used.

### **Context**

This competency applies to operators working either independently or as part of a work team.

**Procedures**

All operations are performed in accordance with procedures.

Procedures means all relevant workplace procedures, work instructions, temporary instructions and relevant industry and government codes and standards. These may include:

- relevant procedures relating to safe working practices prescribed for the storage area
- local OHS legislation and/or regulations
- possible Major Hazard Facility regulations
- dangerous goods legislation and regulation
- site-specific instructions based on production requirements.

**Tools and equipment**

This competency includes use of equipment and tools such as:

- motorised rail and road vehicles
- mechanical handling equipment
- computers
- hand tools and safety equipment
- mechanical and computerised measuring devices
- bunkers, silos, bins/hoppers, weigh bins, tanks and portable tanks
- flammable stores.

**Hazards**

Typical hazards include:

- leaking or broken containers or packaging
- incorrectly stored items
- mutually exclusive items stored together
- confining spaces
- incorrectly positioned materials
- overloaded storage racks or containments.

**Problems**

'Respond to routine problems' means 'apply known solutions to a limited range of predictable problems'. Typical process and product problems may include:

- material specifications
- contamination of stored stock
- quality of received products
- equipment failure.

**Variables**

Key variables to be monitored include:

- nature and types of products to be stored
- storage and retrieval system in use
- safety measures to be employed
- lifting or moving equipment required.
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**Unit Sector(s)**

Not applicable.



