



Australian Government

TLIA3039 Receive and store stock

Release: 1

TLIA3039 Receive and store stock

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to receive and store stock for a workplace store in an enterprise/organisation in a transport, logistics, production, hospitality, retail or other relevant industry sector, in compliance with relevant codes of practice, regulations and workplace procedures.

Work must be carried out for receiving and storing stock in a workplace store. It specifically covers taking delivery of stock, storing, rotating and maintaining stock received, and completing documentation.

Work is performed under general supervision, with some accountability and responsibility for self and others in achieving the prescribed outcomes.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

1 Take delivery of stock

1.1 Incoming stock is accurately checked against orders and delivery documentation in accordance with workplace procedures

- 1.2 Variations are accurately identified, recorded and communicated to appropriate person
- 1.3 Items are inspected for damage, quality, use-by dates, breakages and discrepancies, and records are made in accordance with workplace policy

2 Store stock

- 2.1 Hazards are identified, risks are assessed and control measures are implemented
- 2.2 Stock is promptly and safely transported to appropriate storage area without damage
- 2.3 Stock is stored in appropriate location within area and in accordance with workplace security procedures
- 2.4 Appropriate personal protective equipment is correctly used during receipt and storage operations
- 2.5 Stock levels are accurately recorded in accordance with workplace procedures
- 2.6 Stock is labelled in accordance with workplace procedures

3 Rotate and maintain stock

- 3.1 Stock is rotated as required in accordance with workplace policy
- 3.2 Stock is moved using appropriate equipment in accordance with work health and safety (WHS)/occupational health and safety (OHS) requirements, relevant regulations and workplace procedures
- 3.3 Quality of stock is checked and reported
- 3.4 Appropriate action is taken where stock quality is identified as outside specified standards
- 3.5 Stock is placed in storage or disposed of in accordance with workplace policy

4 Complete documentation

- 4.1 Required documentation procedures and processes are confirmed
- 4.2 Records and documentation are completed legibly and proofread

- 4.3 Records and documentation are processed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIA3039A Receive and store stock.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>