



Australian Government

TLIR4008 Implement and supervise stocktaking procedures

Release: 1

TLIR4008 Implement and supervise stocktaking procedures

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 implement and supervise stocktaking procedures in various contexts within the transport and logistics industry.

It includes monitoring and maintaining stock records, implementing stocktaking and stock rotation processes, and identifying stock losses.

The unit generally applies to those who lead individuals or teams.

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

Pre-requisite Unit

Not applicable.

Competency Field

R – Contract Procurement

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Maintain stock records

PERFORMANCE CRITERIA

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

1.1 Stock levels and records are monitored and maintained at required levels

1.2 Stock reorder cycles are monitored, maintained and adjusted as required

1.3 Stock storage and movement records are maintained in accordance with organisational policy

2 Implement stocktaking and stock rotation processes

- 2.1 Relevant policies and procedures for stocktaking and cyclical counts are interpreted and explained to team members
- 2.2 Stocktaking tasks are allocated to individual team members
- 2.3 Team members are provided with clear directions for the performance of each task and supervised
- 2.4 Stocktaking and stock rotation procedures are implemented

3 Identify stock losses

- 3.1 Losses are accurately identified, recorded and assessed against potential loss forecast on a regular basis
- 3.2 Avoidable losses are identified and potential reasons are established
- 3.3 Possible solutions to avoidable losses are recommended and implemented
- 3.4 Accurate reports on stocktake data, including discrepancies, are produced for management

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 TLIR4008A Implement and supervise stocktaking procedures.

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>

