



Australian Government

MEM11007 Administer inventory procedures

Release: 1

MEM11007 Administer inventory procedures

Modification History

Release 1. Supersedes and is equivalent to MEM11007B Administer inventory procedures

Application

This unit of competency defines the skills and knowledge required for the administration of inventory procedures using manual or electric systems to support or maintain stores or inventory systems, for example, Just-in-Time or KANBAN systems.

Where routine activity within standard operating procedure (SOP) is undertaken unit MEM16006 Organise and communicate information and unit MEM16008 Interact with computing technology, should be selected as appropriate.

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

Band: A

Unit Weight: 4

Pre-requisite Unit

MEM13015	Work safely and effectively in manufacturing and engineering
MEM16006	Organise and communicate information

Competency Field

Materials handling

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	Determine job requirements	1.1	Follow standard operating procedures (SOPs)
		1.2	Comply with work health and safety (WHS) requirements at all times
		1.3	Use appropriate personal protective equipment (PPE) in accordance with SOPs

Elements describe the essential outcomes.

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

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|---|---------------------------------|-----|--|
| | | 1.4 | Identify job requirements from specifications, job sheets or work instructions |
| 2 | Use inventory procedures | 2.1 | Apply inventory procedures according to SOPs |
| | | 2.2 | Use requisition, purchase, shipping and invoice documentation, as required |
| | | 2.3 | Access inward/outward recording/filing system and maintain according SOPs |
| | | 2.4 | Maintain customer orders |
| | | 2.5 | Book back returned orders |
| 3 | Requisition goods | 3.1 | Apply requisition procedures |
| | | 3.2 | Complete requisition of goods on time |
| | | 3.3 | Complete all recording/s on system and file in an appropriate manner in accordance with SOPs |

Foundation Skills

This section describes those required skills (reading, writing, oral communication and numeracy) that are essential to workplace performance in this unit of competency.

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

Range of Conditions

No range of conditions provided for this unit.

Unit Mapping Information

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Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2>

Assessment Requirements for MEM11007 Administer inventory procedures

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria on at least two (2) occasions and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- identifying and interpreting instructions on requisition, purchasing, shipping and invoice documentation, charts, lists and other applicable documents for administering inventory procedures
- accessing, organising, maintaining, recording and filing manual and electronic inventory information
- undertaking numerical operations and calculations to administer inventory procedures
- completing all enterprise documentation in accordance with SOPs

Knowledge Evidence

Evidence required to demonstrate the required knowledge for this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include knowledge of:

- safe work practices and procedures and use of personal protective equipment (PPE)
- features and application of inventory systems, including Just-in-Time and KANBAN
- inventory procedures
- measurement techniques, tools and equipment for administering inventory procedures.

Assessment Conditions

- Assessors must:
 - have vocational competency in administering inventory procedures at least to the level being assessed with relevant industry knowledge and experience
 - satisfy the assessor requirements in the *Standards for Registered Training Organisations 2015* or its replacement and comply with the *National Vocational Education and Training Regulator Act 2011*, its replacement or equivalent legislation covering VET regulation in a non-referring state/territory as the case requires

- Where possible assessment must occur in operational workplace situations. Where this is not possible or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment that reflects realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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