



Australian Government

MEM11015 Manage warehouse inventory system

Release: 1

MEM11015 Manage warehouse inventory system

Modification History

Release 1. Supersedes and is equivalent to MEM11015B Manage warehouse inventory system

Application

This unit of competency defines the skills and knowledge required to monitor warehouse record keeping processes, including computer based or manual, supervise the production of inventory system reports and analyse inventory reports and applies to the supervision of a warehouse inventory system used by other warehouse, production and maintenance or management personnel.

Where skills to maintain/supervise application of quality procedures are required unit MEM15012 Maintain/supervise the application of quality procedures should also be selected.

Where computer-based records are used appropriate computer units should also be selected.

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

Band: A

Unit Weight: 6

Pre-requisite Unit

MEM11007	Administer inventory procedures
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.
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1	Monitor	1.1	Follow standard operating procedures (SOPs)
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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
	warehouse record keeping processes	1.2	Comply with work health and safety (WHS) requirements at all times
		1.3	Develop monitoring procedures for requisition, purchase, shipping and invoice documentation
		1.4	Establish discrepancy reporting procedures for warehouse and other personnel in accordance with SOPs
		1.5	Follow audit and archive procedures
2	Supervise production of inventory system reports	2.1	Prepare regular inventory reports in accordance with SOPs
		2.2	Prepare special stock level and other inventory reports, as required
		2.3	Make adjustments to inventory reporting procedures to meet internal and external customer requirements
3	Analyse inventory reports	3.1	Undertake reconciliation of inventory records against production or purchase of sales records in accordance with SOPs
		3.2	Identify major trends not requiring sophisticated statistical analysis
		3.3	Interpret inventory system relationship to the manufacturing process

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

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Monitoring procedures include one (1) or more of the following:

- loss control
- inventory system (paper based or electronic)
- maximum/minimum limits
- rotation

Discrepancy includes one (1) or more of the following:

- inventory numbers
- quantity
- products
- price
- damaged goods
- delivery date

Inventory system includes one (1) or more of the following:

- Just-in-Time (JIT)
- KANBAN
- MRP2

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 MEM11015 Manage warehouse inventory system

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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
- interpreting information on requisition, purchase, sales, shipping and invoice documentation, inventory records, discrepancy reports, list and other applicable reference documents for managing warehouse inventory system
- developing monitoring procedures for an inventory system to monitor loss control, maximum/minimum limits and rotation of stock
- establishing discrepancy reporting procedures
- undertaking numerical operations and calculations associated with managing a warehouse inventory system
- accessing/managing manual and electronic information, including communicating with staff about the system/s used in the enterprise and monitoring all warehouse documentation
- preparing reports, including inventory, special stock level, reconciling and other reports, as required, and identifying major trends in accordance with procedures.

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
- inventory systems, for example, Just-in-Time (JIT), KANBAN and MRP2
- quality procedures
- monitoring and discrepancy processes and procedures
- warehouse organisation principles
- storage of hazardous materials
- auditing procedures
- relationship of manufacturing system to inventory process
- techniques for developing inventory monitoring and discrepancy procedures.

Assessment Conditions

- Assessors must:
 - have vocational competency in managing warehouse inventory system 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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