



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

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

Links

Companion Volume implementation guides are found in VETNet -

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