



Australian Government

MSFGN2002 Move and store materials and products

Release: 2

MSFGN2002 Move and store materials and products

Modification History

Release 2. Supersedes and is equivalent MSFGN2002 Move and store materials and products (Release 1).

Release 1. New unit of competency. Supersedes and is equivalent to LMFGN2002B Move and store materials and products.

Application

This unit of competency describes the skills and knowledge required to move, store and record stocks of materials and products. It involves establishing suitable areas for the required storage, as well as suitable methods for stacking and storing. The unit requires the use of workplace technology to record stock movement in workplace inventory or records systems.

The unit applies to any individual moving and storing materials and products as part of their job role.

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

Pre-requisite Unit

Not applicable.

Unit Sector

Generic

Elements and Performance Criteria

Elements	Performance Criteria	
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
1. Prepare to store materials and products	1.1	Identify materials and products to be stored according to work instructions
	1.2	Identify potential uses of materials and products, and frequency of use or of required access
	1.3	Determine size and shape of materials and products, and special storage requirements
	1.4	Locate required instructions, care labels, and stock identification information

Elements Elements describe the essential outcomes.	Performance Criteria Performance criteria describe the performance needed to demonstrate achievement of the element.	
	1.5	Forward product re-order documentation to required personnel in a timely manner when it is required and according to workplace procedures
2. Establish storage areas	2.1	Select storage area suitable for type and quantity of materials and products
	2.2	Obtain required workplace clearances for use of storage area
	2.3	Clear storage area of waste and contaminants and install, or have installed, required safety equipment
	2.4	Plan storage area to safely and effectively position goods in line with workplace handling and storing procedures and requirements
	2.5	Organise access and working space to enable safe lifting and use of required manual handling equipment and forklifts
3. Move materials and products	3.1	Select and access any assistance and equipment required for lifting and handling activity according to workplace procedures
	3.2	Complete movement activities using required handling equipment and according to work instructions, work health and safety (WHS) requirements, and workplace procedures
	3.3	Forward safe storage materials and products to required personnel in line with established work practices
	3.4	Observe condition of materials and products on arrival at storage area and return items below specification according to workplace procedures
4. Store materials and products and finalise activity	4.1	Stack materials and products appropriately for weight loading, size and crushability and observe any requirements for separation of particular types of hazardous or incompatible materials and products
	4.2	Store materials and products according to WHS requirements, material and product specifications and workplace procedures
	4.3	Locate materials and products in a manner that enables access to frequently required items

Elements	Performance Criteria	
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
	4.4	Record stock movement and storage details in inventory or records system according to established workplace protocols
	4.5	Seek and respond to feedback from others to continuously improve work performance

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria of this unit of competency.

Numeracy skills to:	- identify and interpret familiar and simple mathematical information relating to: - material and product identification information - length, mass, volume/capacity, and temperature measures - weight load capacity of storage shelves - order and group materials and products based on their shape, measurement, and weight in order to correctly stack and store them
Oral communication skills to:	- communicate information and report non-routine problems: - speaking clearly - asking questions to gain information
Reading skills to:	interpret routine workplace documentation, including work instructions and WHS requirements
Technology skills to:	use workplace technology when moving and storing materials and products, including inventory systems, equipment, and measuring and recording devices

Unit Mapping Information

Release 2. Supersedes and is equivalent MSFGN2002 Move and store materials and products, (Release 1).

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Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0601ab95-583a-4e93-b2d4-cfb27b03ed73>

Assessment Requirements for MSFGN2002 Move and store materials and products

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Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements, performance criteria, and foundation skills of this unit on at least one occasion. It must include the ability to:

- Apply safe handling requirements for equipment, products and materials, including use of personal protective equipment
- Plan and organise activities, including the preparation and layout of the storage site to avoid any backtracking or work flow interruptions
- Communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems
- Follow work instructions, operating procedures and inspection practices to:
 - minimise the risk of injury to self or others
 - prevent damage to goods, equipment and products
 - maintain required production output and product quality
 - Establish and maintain storage areas for:
 - Use a range of non-regulated materials handling devices
- Collect, organise and understand information related to the movement and storage of materials and products, work orders, plans and safety procedures
- Use checking and inspection techniques to anticipate movement and storage problems, avoid re-working and avoid wastage
- Use workplace technology related to movement and storage, including inventory systems, tools, equipment, and measuring and recording devices

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- work health and safety (WHS) procedures, practices, and regulations specific to moving and storing materials and products:
 - controlling hazards and risks
 - using firefighting equipment, first aid equipment
 - operating non-regulated material-handling machines and appliances

- using required PPE and clothing
- workplace procedures and protocols relating to:
 - safe handling, lifting, and storing of materials and products
 - obtaining workplace clearances for use of storage area
 - stacking and storing according to:
 - work flow requirements of materials and products
 - product dimensions and specifications
 - selecting and using controls and safety equipment to manage risk when moving and storing items
 - returning received materials and products that are below specification
 - reporting non-routine problems
 - recording and reporting in system of stock inventory and/or records
 - disposing of waste safely and sustainably
 - cleaning and storing equipment used in moving and storage process
- potential hazards associated with moving and storing materials and products:
 - fire and explosion
 - security issues
 - operator safety in handling and lifting items
 - hazardous materials and dangerous goods
- special storage requirements:
 - maintaining contaminant-free materials and products
 - safe storage arrangements
- impact of material and product characteristics and specifications on storing process:
 - stacking according to weight loading, size and crushability of materials and products
 - storage of perishable and non-perishable inventory
 - separation of hazardous or incompatible materials and products
- factors affecting storage arrangements:
 - potential damage to materials and products from other stored items
 - potential damage to stored items, including crushing, scratching, and contamination
 - frequency of required access and use
 - height, weight, and size of items
- types, characteristics, uses, and limitations of the following items required for moving and storing the items described in performance evidence:
 - tools and equipment:
 - manual materials handling equipment
 - non-motorised lifting and movement aids
 - open and enclosed pallets
 - pre-fabricated and fixed shelving
 - non-regulated material-handling machines and appliances
- weight loading capacity of storage shelves used in performance evidence

- requirements of working with others in a team

Assessment Conditions

Assessment must occur in the workplace, or in a simulated environment that reflects workplace conditions and contingencies.

Access is required to tools, materials, equipment and specifications for the work described in the performance evidence above, including:

- products and materials and storage facilities required to demonstrate the performance evidence
- tools and equipment specified in the knowledge evidence, including non-regulated material-handling machines and appliances
- workplace documentation specified in knowledge evidence:
 - work instructions
 - WHS procedures, regulations, and workplace procedures.

Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation, frameworks and/or standards.

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