



Australian Government

PMAOPS308 Organise storage and logistics of general materials

Release: 1

PMAOPS308 Organise storage and logistics of general materials

Modification History

Release 1. Supersedes and is equivalent to PMAOPS308B Organise storage and logistics of general materials

Application

This unit of competency covers the skills and knowledge required to organise the storage, retrieval and logistics of general materials for the plant or work area.

This unit of competency applies to operations technicians who are required to determine the storage requirements for materials; follow requirements of the codes of practice, regulations or statutory requirements in the handling and storage of general materials; and use product and hazard knowledge to contribute to the solving of operational problems to do with the handling and storage of materials.

This unit of competency includes all types of storage, such as:

- bins and binning systems
- racks and racking systems
- marked floor spaces
- pallets, collapsible bins and portable tanks
- specialised storage areas, such as bunds, secure, weather protected, heated and cooled.

General materials include one or more of:

- raw materials and finished goods
- materials in sacks, bags, drums and portable storage containers
- hazardous and dangerous goods.

This unit of competency applies to an individual working alone or as part of a team or group and working in liaison with other shift team members

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

Pre-requisite Unit

Nil

Competency Field

Operations

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.

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

1	Prepare for work	1.1	Receive and give shift handover
		1.2	Identify work requirements
		1.3	Identify and control hazards
		1.4	Coordinate with appropriate personnel
2	Categorise materials	2.1	Locate storage and handling information for the materials, including hazardous and dangerous goods information, using labels, inventory system or other sources of information
		2.2	Interpret storage, handling and hazards information from information sources
		2.3	Categorise materials in terms of frequency of use (pick), handling requirements, sources and destination points (internal and external), security requirements, product life and location in the storage area
3	Select storage location and method	3.1	Determine storage location for materials based on hazardous or dangerous goods, composition, state of the materials and containers, temperature or light control, fragility, quantity, size or shape
		3.2	Determine storage requirements for new materials based on information available and recommend requirements
		3.3	Assist others with advice concerning the storage and handling of materials based on the information available
4	Store and retrieve materials	4.1	Determine appropriate transport and handling requirements for materials
		4.2	Move materials to and from storage areas, using

- appropriate handling methods
- 4.3 Update relevant stock records and documentation as required
 - 4.4 Advise of material stock status, stock-outs or oversupply to relevant personnel
 - 4.5 Contribute to the logistics management process by supply of accurate stock information, movement and advice on storage requirements and capacity
- 5 **Resolve problems**
- 5.1 Identify possible problems in equipment or process
 - 5.2 Determine problems needing action
 - 5.3 Determine possible fault causes
 - 5.4 Rectify problem using appropriate solution within area of responsibility
 - 5.5 Follow through items initiated until final resolution has occurred
 - 5.6 Report problems outside area of responsibility to designated person

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

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.

Regulatory framework

The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- legislative requirements, including work health and safety (WHS)
- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirements

All operations to which this unit applies are subject to stringent health, safety and environment (HSE) requirements, which may be imposed through state/territory or federal legislation, and these must not be compromised at any time. Where there is an apparent conflict between performance criteria and HSE requirements, the HSE requirements take precedence.

Hazards

Hazards include one or more of the following:

- electricity
- gas
- gases and liquids under pressure
- structural hazards
- structural collapse
- equipment failures
- industrial (machinery, equipment and product)
- equipment or product mass
- noise, rotational equipment or vibration
- working at heights, in restricted or confined spaces, or in environments subjected to heat, noise, dusts or vapours
- flammability and explosivity
- hazardous products and materials
- unauthorised personnel
- sharp edges, protrusions or obstructions
- slippery surfaces, spills or leaks
- extreme weather
- other hazards that might arise

Routine problems

Routine problems include one or more of:

- labelling problems (missing, damaged and illegible)
- congestion and lack of appropriate storage area
- damaged/inappropriate packaging
- missing/incorrect/incomplete paper work/records

Non-routine problems Non-routine problems are unexpected problems, or variations of previous problems and must be resolved by applying operational knowledge to develop new solutions, either individually or in collaboration with relevant experts, to:

- determine problems needing action
- determine possible fault causes
- develop solutions to problems which do not have a known solution
- follow through items initiated until final resolution has occurred
- report problems outside area of responsibility to designated person

Operational knowledge includes one or more of:

- procedures
- training
- technical information such as journals, engineering specifications
- remembered experience
- relevant knowledge obtained from appropriate people

Procedures All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, include one or more of the following:

- emergency procedures
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant

Storage and handling information Storage and handling information will be sourced as appropriate to the facility from one or more of the following:

- goods identification number and codes
- manifests
- picking slips, transfer documents, stock requisitions and batch specifications
- manufacturer specifications, and supplier or customer instructions
- safety data sheets (SDS)
- verbal or written communications

- codes of practice, standards, regulations and legislation, including dangerous goods, airfreight, export, import, quarantine, and bond or licence requirements
- quality documentation
- procedures

Unit Mapping Information

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Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=9fc2cf53-e570-4e9f-ad6a-b228ffdb6875>

Assessment Requirements for PMAOPS308 Organise storage and logistics of general materials

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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, and include the ability to:

- determine material type, location, handling and transport requirements using information sources and systems
- apply knowledge of regulations and legislation to the storage and handling of materials
- evaluate and prioritise materials' characteristics and requirements to determine optimal storage locations
- safely move materials to and retrieve from the appropriate areas
- identify hazards and risks and apply risk control procedures
- identify early warning signs of potential problems and take required action.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- materials, labelling and their storage requirements
- routine and non-routine problems that may arise, the range of possible causes and processes to develop solutions
- organisation procedures, including those covering:
 - inventory and stock control
 - safety, emergency and hazard control
- duty of care obligations
- hierarchy of control
- hazards that may arise in the job/work environment, and:
 - their possible causes
 - potential consequences
 - appropriate risk controls.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence based on a holistic assessment of the evidence.
- The collection of performance evidence:

- should occur over a range of situations which include typical disruptions to normal, smooth operations
- will typically include a supervisor/third-party report focusing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
- must include the use of industrial style storage facilities
- may use industry-based simulation for part only of the unit particularly where safety, lack of opportunity or significant cost is an issue.
- Assessment should 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 reflecting 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.
- Assessment in a simulated environment should use evidence collected from one or more of:
 - walk-throughs
 - pilot plant operation
 - demonstration of skills
 - industry-based case studies/scenarios
 - 'what ifs'.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept).
- 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.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- In addition, the assessor or anyone acting in subject matter expert role in assessment must demonstrate both technical competency and currency. If the assessor cannot demonstrate technical competency and currency they must assess with a subject matter expert who does meet these requirements.
- Technical competence can be demonstrated through one or more of:
 - relevant VET or other qualification/Statement of Attainment

- appropriate workplace experience undertaking the type of work being assessed under routine and non-routine conditions
- appropriate workplace experience supervising/evaluating the type of work being assessed under routine and non-routine conditions
- Currency can be demonstrated through one or more of:
 - being currently employed undertaking the type of work being assessed
 - being employed by the organisation undertaking the type of work being assessed and having maintained currency in accordance with that organisation's policies and procedures
 - having consulted/had contact with an organisation undertaking the type of work being assessed within the last twelve months, the consultation/contact being related to assessment
 - conducting on-the-job training/assessments of the type of work being assessed
 - being an active member of a relevant professional body and participating in activities relevant to the assessment of this type of work.

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