



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

MSA Training Package Implementation Guides - <http://mskills.org.au/training-packages/info/>