



Australian Government

PMAOPS316 Organise storage and logistics of general materials

Release: 1

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Modification History

Release 1. Unit code and Application changed. Performance Criteria changed. Range of Conditions removed. Assessment Requirements changed. Supersedes and is equivalent to PMAOPS308 Organise storage and logistics of general materials.

Application

This unit describes the skills and knowledge required to organise the storage, retrieval and logistics of general materials for the plant or work area. This includes all types of storage, such as racks and racking systems; marked floor spaces pallets, collapsible bins and portable tanks; and specialised storage areas.

This unit applies to operations technicians who are required to demonstrate a significant understanding of the process, materials and equipment used to determine requirements, control hazards and respond to abnormal situations.

This unit 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 or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil

Competency Field

Operations

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Categorise materials	1.1 Receive and give shift handover 1.2 Communicate with personnel to identify and coordinate work requirements 1.3 Identify, control and report hazards 1.4 Locate storage and handling information for the materials, including hazardous and dangerous goods information, using labels, inventory

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	system/s or other sources of information 1.5 Interpret storage, handling and hazards information from information sources 1.6 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
2. Select storage location and method	2.1 Determine storage location for materials based on hazardous or dangerous goods status, composition, state of the materials and containers, temperature and/or light control, fragility, quantity, size or shape 2.2 Determine storage requirements for new materials based on information available and recommend requirements 2.3 Advise others on the storage and handling of materials based on the information available
3. Store and retrieve materials	3.1 Determine transport and handling requirements for materials 3.2 Move materials to and from storage areas, using appropriate handling methods 3.3 Update relevant stock records and documentation 3.4 Advise relevant personnel of material stock status 3.5 Contribute to the logistics management process by supplying accurate stock information and movement, and advice on storage requirements and capacity
4. Identify and respond to abnormal situations	4.1 Monitor equipment and materials frequently and critically throughout shift using own senses, and measured and indicated data 4.2 Identify actual and developing situations that may require action 4.3 Take action to remedy abnormal situations according to operating procedures 4.4 Complete required documents outlining abnormal situation management and corrective action taken

Foundation Skills

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

- Learning skills to monitor stock and processes and select appropriate storage methods, locations and actions.
- Reading skills to follow written procedures, labels and documentation.
- Writing skills to complete written reports, stock records and documentation.
- Oral communication to liaise with and advise team members.
- Numeracy skills to check, analyse and interpret stock levels.

Other foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Release 1. Supersedes and is equivalent to PMAOPS308 Organise storage and logistics of general materials.

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 PMAOPS316 Organise storage and logistics of general materials

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Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit:

- at least 2 times, each in a separate work context.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- storage locations, methods and categories
- materials, including handling, labelling and storage requirements
- organisation procedures, including:
 - inventory and stock control
 - safety, manual handling, emergency and hazard control
 - duty-of-care obligations
- abnormal situations, causes and required action, including:
 - labelling problems (missing, damaged and illegible)
 - congestion and lack of appropriate storage area
 - damaged and inappropriate packaging
 - missing, incorrect and incomplete paperwork and records
- hierarchy of control
- storage and logistics hazards:
 - possible causes
 - potential consequences
 - appropriate risk controls.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
 - industrial style storage facilities and equipment

- operating procedures
- abnormal situations must be relevant to general materials.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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