



Australian Government

Department of Education, Employment and Workplace Relations

PMAOPS308B Organise storage and logistics of general materials

Revision Number: 1

PMAOPS308B Organise storage and logistics of general materials

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This competency covers the operation of the materials storage and retrieval system. In a typical scenario, an operations technician organises the storage and logistics of general materials for the plant or work area.
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Application of the Unit

Application of the unit	The operations technician would: • 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 • use product and hazard knowledge to contribute to the solving of operational problems to do with the handling and storage of materials. Generally the operations technician would be part of a team and may be expected to be capable of performing all parts of this unit. At all times they would be liaising and cooperating with other members of the team. This unit does not apply to the storage and handling of bulk materials. See <i>PMAOPS307B Transfer bulk fluids into/out of storage facility</i> and <i>PMAOPS309B Operate particulates handling/storage equipment</i>. Whilst this competency includes the storage and handling of hazardous and dangerous materials, the handling of emergencies is covered by other competencies, for example <i>MSAPMOHS110A Respond to emergency situation</i>.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		
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Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for work.	1.1. Identify work requirements 1.2. Identify and control hazards 1.3. 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.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit.

Required skills

Ability to isolate the causes of problems to a component of the logistics system and to distinguish between causes of problems such as:

- missing or damaged labels
- new materials requiring information about storage and handling to be found from additional information sources
- special location requirements for materials.

Required knowledge

- Understanding of the logistics system, procedures and requirements to the level needed to use the system and recognise and resolve problems. In particular it includes the ability to:
- locate, interpret and apply relevant information
- provide customer service (both internal and external) and work effectively with others
- apply knowledge of regulations and legislation to the storage and handling of materials
- determine material type, location, handling and transport requirements using information sources and systems
- safely move materials to the appropriate areas.

Knowledge of the materials, labeling and their storage requirements

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Assessment of this unit should include demonstrated competence on actual plant and equipment in a work environment. The unit will be assessed in as holistic a manner as is practical and may be integrated with the assessment of other relevant units of competency. Assessment will occur over a range of situations which will include disruptions to normal, smooth operation.

Simulation may be required to allow for assessment of parts of this unit. Simulation should be based on the actual plant and will include walk-throughs of the relevant competency components. Simulations may also include the use of case studies/scenarios and role plays.

This unit of competency requires a significant body of knowledge which will be assessed through questioning and the use of what-if scenarios both on the plant (during demonstration of normal operations and walk-throughs of abnormal operations) and off the plant.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competence must be demonstrated in the ability to recognise and analyse potential situations requiring action and then in implementing appropriate corrective action. The emphasis should be on the ability to stay out of trouble rather than on recovery from a disaster.

Consistent performance should be demonstrated. In particular look to see that:

- early warning signs of materials, storages or information needing attention or with potential problems are recognised
- the range of possible causes can be identified and analysed and the most likely cause determined
- appropriate action is taken to ensure a timely return to full performance
- obvious problems in related plant areas and

EVIDENCE GUIDE	
	systems are recognised and an appropriate contribution made to their solution. These aspects may be best assessed using a range of scenarios/case studies/what-ifs as the stimulus with a walk through forming part of the response. These assessment activities should include a range of problems, including new, unusual and improbable situations which may have been generated from the past incident history of the plant, incidents on similar plants around the world, hazard analysis activities and similar sources.
Context of and specific resources for assessment	Assessment will require access to an operating plant over an extended period of time, or a suitable method of gathering evidence of operating ability over a range of situations. A bank of scenarios/case studies/what-ifs will be required as will a bank of questions which will be used to probe the reasoning behind the observable actions.
Method of assessment	In all plants it may be appropriate to assess this unit concurrently with relevant teamwork and communication units. It may be appropriate to assess this unit concurrently with <i>TDTD1097B Operate a forklift</i>.
Guidance information for assessment	Assessment processes and techniques must be culturally appropriate and appropriate to the oracy, language and literacy capacity of the assessee and the work being performed.

Range Statement

RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the Performance Criteria, is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

Codes of practice/ standards	Where reference is made to industry codes of practice, and/or Australian/international standards, the latest version must be used.
Context	This unit of competency includes all types of storage. For your plant this may include (select relevant items): • bins and binning systems • racks and racking systems • marked floor spaces • pallets, collapsible bins, portable tanks • specialised storage areas (bunds, secure, weather protected, heated, cooled).
General materials	General materials include: • raw materials and finished goods • materials in sacks, bags, drums and portable storage containers • hazardous and dangerous goods
Sources of Information	Information in support of storage and handling processes may be from many sources. For your plant this may include (select relevant items): • goods identification number and codes • manifests • picking slips, transfer documents, stock requisitions, batch specifications • manufacturer specifications, supplier or customer instructions • materials safety data sheets (MSDSs) • verbal or written communications • codes of practice, standards, regulations and legislation, including dangerous goods, airfreight, export, import, quarantine, bond or licence requirements • quality documentation, procedures.
Problems	Typical problems for your plant may include: • labelling problems (missing, damaged, illegible) • congestion and lack of appropriate storage area.

RANGE STATEMENT	
Appropriate action	Appropriate action includes: • determining problems needing action • determining possible fault causes • rectifying problem using appropriate solution within area of responsibility • following through items initiated until final resolution has occurred • reporting problems outside area of responsibility to designated person.
Procedures	Procedures may be written, verbal, computer-based or in some other form. They include: • all work instructions • standard operating procedures • formulas/recipes • batch sheets • temporary instructions • any similar instructions provided for the smooth running of the plant. For the purposes of this Training Package, 'procedures' also includes good operating practice as may be defined by industry codes of practice (eg Responsible Care) and government regulations.
Health, safety and environment (HSE)	All operations to which this unit applies are subject to stringent health, safety and environment requirements, which may be imposed through State 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.

Unit Sector(s)

Unit sector	Operational/technical
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		
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