



Australian Government

PMBHAN208 Store products

Release: 1

PMBHAN208 Store products

Modification History

Release 1. Supersedes and is equivalent to PMBHAN208C Store products

Application

- This unit of competency covers the skills and knowledge required to store products. It applies to 'products' such as finished products, components and raw materials that are stored and retrieved ready for production, post-production and/or despatch.
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- This unit of competency applies to production support operators or those in similar roles who are required to determine storage requirements, organise, store and retrieve products, monitor product quantities and maintain records and documentation for reordering.
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- 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, team leader and supervisor, as appropriate.
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- It applies to all sectors of the industry.
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- No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Handling

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.

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

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|---|-----------------------------------|-----|---|
| 1 | Identify required products | 1.1 | Identify products to be stored for type, potential uses, possible hazards and frequency of use |
| | | 1.2 | Determine size, shape and special storage requirements |
| | | 1.3 | Identify stock/inventory systems requirements and relevant product information |
| 2 | Establish storage area | 2.1 | Select storage area to meet regulatory requirements for storing product type and quantity |
| | | 2.2 | Obtain appropriate workplace clearances for use of storage area |
| | | 2.3 | Clear storage area of waste and contaminants |
| | | 2.4 | Install appropriate safety equipment |
| | | 2.5 | Plan storage areas into classes of goods based on hazards, frequency of use, safe height, weight, size and crushability of the products |
| | | 2.6 | Ensure access and egress for safe use by appropriate manual handling equipment, forklifts or safe lifting by personnel |
| 3 | Store products | 3.1 | Observe product condition on delivery |
| | | 3.2 | Return any product below specifications to appropriate work areas |
| | | 3.3 | Transfer product using appropriate equipment according to enterprise requirements and work health and safety (WHS) procedures |
| | | 3.4 | Store products observing any requirements for separation of particular classes of goods |
| | | 3.5 | Locate products to enable appropriate number and ease of access for frequently required items |

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| 4 | Monitor products in storage | 4.1 | Check and maintain supplies of products |
| | | 4.2 | Check physical and chemical state of stored products |
| | | 4.3 | Check equipment used to keep stored products in required state |
| | | 4.4 | Take action required by procedures |
| | | | |
| 5 | Complete stock and inventory records | 5.1 | Complete stock and inventory records and forward to appropriate personnel |
| | | 5.2 | Maintain stock and inventory records |
| | | 5.3 | Raise appropriate reorder documentation as required |
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| 6 | Respond to routine problems to procedures | 6.1 | Recognise known faults that occur during the operation |
| | | 6.2 | Identify and take action on causes of routine faults |
| | | 6.3 | Log problems as required |
| | | 6.4 | Identify non-routine process and quality problems and take appropriate action |

Foundation Skills

This section describes those required skills (language, literacy and numeracy) 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.

Applicable legislation, regulations, standards and codes of practice include:

- health, safety and environmental (HSE) legislation, regulations and codes of practice relevant to the workplace, manual handling and hazardous materials
- Australian/international standards relevant to the materials being used and products being made
- any relevant licence and certification requirements

All operations to which this unit applies are subject to stringent 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 such requirements the legislative requirements take precedence.

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

Procedures are written, verbal, visual, computer-based or in some other form, and include one or any combination of:

- 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.

Tools and equipment Tools and equipment include one or more of:

- motorised rail and road vehicles
- mechanical handling equipment

- computers
- hand tools and safety equipment
- mechanical and computerised measuring devices
- bunkers, silos, bins/hoppers, weigh bins, tanks and portable tanks
- flammable stores.

Hazards Hazards must be identified and controlled. Identifying hazards requires consideration of:

- leaking or broken containers or packaging
- incorrectly stored/positioned items
- mutually exclusive items stored together
- hazardous products and materials
- sharp edges, protrusions or obstructions
- slippery surfaces, spills or leaks
- heat, smoke, dust, vapours or other atmospheric hazards
- electricity
- gas
- gases and liquids under pressure
- structural hazards
- equipment failures
- machinery, equipment and product mass
- limited head spaces or overhangs
- working at heights
- working in restricted or confined spaces
- other hazards that might arise.

Routine problems Routine problems must be resolved by applying known solutions.

Routine problems are predictable and include one or more of:

- leaking or broken containers or packaging
- incorrectly stored items
- incorrectly positioned materials
- mutually exclusive items stored together
- contamination of stored stock
- damaged or inoperable equipment
- non-supply of materials
- supply of wrong/defective materials.

Known solutions are drawn from one or more of:

- procedures
- training
- remembered experience.

Non-routine problems must be reported according to according to relevant procedures.

Unit Mapping Information

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Links

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