



Australian Government

TLIA4062 Implement safety stock systems

Release: 1

TLIA4062 Implement safety stock systems

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to implement safety stock systems in various contexts in the transport and logistics industry. It has particular application in a storage facility such as a warehouse.

It includes planning, preparing and maintaining safety stock levels as well as reviewing the safety stock system.

The unit generally applies to those who lead individuals or teams.

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

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Plan and prepare safety stock levels	1.1 Determined optimum safety stock levels are maintained to ensure constant productivity 1.2 Purchase, receipt, storage and issue of stock is undertaken as required 1.3 Safety stock is valued using the nominated valuation method, as required

- 1.4 Hazards are identified, risks are assessed and control measures are implemented
- 1.5 Safety stock rotation procedures are implemented
- 2 Maintain safety stock levels**
 - 2.1 Records are checked against stock and continuously adjusted and updated as required
 - 2.2 Safety stock levels are maintained in accordance with organisational policy and procedures, and safety stock plan
 - 2.3 Records are stored for future access
 - 2.4 Safety stock levels are reconciled with paperwork and discrepancies are rectified or reported to nominated person/section within designated timelines
- 3 Review safety stock system**
 - 3.1 Safety stock records are reviewed for discrepancies regarding target outcomes
 - 3.2 Improvements of safety stock system reviewed with all variables affecting discrepancies, are identified
 - 3.3 Required improvements are reported in accordance with organisational policy and procedures

Foundation Skills

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

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIA4062A Implement safety stock systems.

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>

Assessment Requirements for TLIA4062 Implement safety stock systems

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- completing relevant documentation
- implementing contingency plans
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- reading, interpreting and following relevant instructions, procedures, information and signs.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- definitions of commonly used terminology such as lead time, lead time demand, forecast, demand history, order cycle
- principles, purpose and location of controls, monitoring devices and systems
- procedures for identifying problems with the safety stock system in use
- procedures for operating electronic communications equipment
- relevant sections of national and state/territory regulatory requirements and codes of practice
- requirements for completing relevant documentation including commonly used methods to estimate required safety stock levels
- steps involved in planning work activities
- typical problems that can occur and related action that should be taken.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

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Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

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.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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