



**Australian Government**

# **TLIL4030 Control a furniture warehouse**

**Release: 1**

# TLIL4030 Control a furniture warehouse

## 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 control a furniture warehouse in accordance with relevant regulations and workplace requirements.

It includes determining site functions and operations, receiving and despatching furniture, maintaining inventory and warehouse security, monitoring storage operations, and completing required records and documentation.

Work is performed under limited supervision. It involves the application of discretion and judgement and knowledge of relevant regulatory requirements and workplace procedures to control a furniture warehouse.

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

## Pre-requisite Unit

Not applicable.

## Competency Field

L – Resource Management

## 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 Determine site functions and operations

1.1 Layout of furniture storage facilities, work flow and activities undertaken in each zone are identified

1.2 Hazards are identified, risks are assessed and control measures are implemented

- 1.3 Type of storage facilities, their purpose and associated risk factors are identified
- 1.4 Inventory lists are accessed through record management system
- 1.5 Storage separations and co-storage applications are identified
- 2 Receive and despatch furniture**
  - 2.1 Furniture for storage is received and transferred to allocated storage space in accordance with workplace procedures
  - 2.2 Furniture and effects are transferred from storage area to loading dock and are despatched in accordance with workplace procedures and customer requirements
  - 2.3 Records of received and despatched furniture and effects are completed in accordance with workplace procedures
- 3 Maintain inventory**
  - 3.1 Inventory is updated through data entry about furniture movements into, out of, and within storage areas
  - 3.2 Inventory data is confirmed to match furniture and effects for available storage and applicable storage requirements
  - 3.3 Audits and stocktakes of storage areas are used to verify inventory records
- 4 Maintain warehouse security**
  - 4.1 Security of warehouse and storage areas is maintained in accordance with workplace procedures in conjunction with security personnel and with the aid of appropriate security technology
  - 4.2 Appropriate action/s is taken in response to breaches of operational and security procedures or to an emergency/incident
  - 4.3 Operational actions and investigative outcomes are documented in accordance with workplace procedures
- 5 Monitor storage operations**
  - 5.1 Storage areas are supervised to ensure movement of personnel and furniture items is in accordance with workplace procedures
  - 5.2 Storage facilities are checked to ensure appropriate operational capacity
  - 5.3 Integrity of furniture and effects is monitored to ensure appropriate condition is maintained
  - 5.4 Deterioration in condition of furniture and effects is recorded, investigated and reported for appropriate action

- 5.5 Discrepancies/changes to storage requirements and/or inventory lists are noted and appropriate action is initiated in accordance with workplace procedures

**6 Complete records** 6.1 Records of warehouse operations are confirmed

- 6.2 Records of warehouse operations are completed legibly and proofread

- 6.3 Records of warehouse operations are processed in accordance with workplace 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 TLIL4030A Control a furniture warehouse.

## Links

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