



Australian Government

Department of Education, Employment and Workplace Relations

TLIA2607C Monitor storage facilities

Release: 1

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Modification History

Unit Descriptor

This unit involves the skills and knowledge required to monitor storage facilities in accordance with workplace requirements including determining site functions and operations; monitoring storage operations in accordance with workplace procedures; and taking appropriate action in response to identified discrepancies, changes to storage requirements, or breaches in operational procedures.

Application of the Unit

Work must be carried out in compliance with the relevant regulations and workplace requirements concerning the monitoring of storage facilities.

Work is performed under general supervision. It involves the application of product knowledge and an understanding of relevant regulatory requirements to the monitoring of storage facilities in the warehousing, distribution and/or storage industries.

Licensing/Regulatory Information

Pre-Requisites

Employability Skills Information

The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this competency is packaged will assist in identifying employability skill requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 Determine site functions and operations	1.1 Layout of storage facilities, work flow and activities undertaken in each zone are identified 1.2 Type of storage facilities, their purpose and (any) associated risk factors are identified 1.3 Inventory lists are accessed through record management system 1.4 Storage separations and co-storage applications are identified
2 Monitor storage operations	2.1 Inventory data is confirmed to match goods/freight and applicable storage requirements 2.2 Storage areas are supervised to ensure movement of personnel and goods/freight are in accordance with workplace procedures 2.3 Storage facilities are checked to ensure appropriate operational capacity 2.4 Integrity of goods/materials are monitored to ensure appropriate quality is maintained 2.5 Discrepancies/changes to storage requirements and/or inventory lists are noted and action undertaken in accordance with workplace procedures 2.6 Appropriate action(s) are initiated in response to breaches of operational procedures or to an emergency/incident 2.7 Operational actions and investigative outcomes are documented in accordance with workplace procedures

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

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

Required knowledge:

Australian codes and regulations, permit and licence requirements relevant to the workplace activities

Relevant OH&S and environmental protection procedures and guidelines

Workplace procedures and policies relevant to the monitoring of storage facilities

Focus of operation of work systems, equipment, management and site operating systems

Information on various categories or groups of products including their key characteristics and hazards and the special handling, stacking and storage requirements for each

Types of storage areas and related equipment appropriate for different types of goods including perishable, fragile, dangerous, composition/state goods

Equipment applications, capacities, configurations, safety hazards and control mechanisms

Requirements for workplace documentation reports and records

Problems that may occur when monitoring storage facilities and appropriate action that can be taken

Site layout

Housekeeping standards and procedures required in the workplace

Required skills:

Communicate effectively with others when monitoring storage facilities

Read and interpret instructions, procedures, information and signs relevant to the monitoring of storage facilities

Complete documentation related to the monitoring of storage facilities

Work collaboratively with others when monitoring storage facilities

Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others

Promptly report and/or rectify any identified problems, faults or malfunctions when

monitoring storage facilities in accordance with regulatory requirements and workplace procedures

Implement contingency plans for unplanned events related to the monitoring of storage facilities

Apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities

Modify activities depending on differing operational contingencies, risk situations and environments

Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment

Operate and adapt to differences in equipment in accordance with standard operating procedures

Use information on products and stock to determine, plan and organise processes used for the monitoring of storage facilities

Select and use relevant communications, computing and office equipment when monitoring storage facilities

Monitor performance of equipment

Select and use required personal protective equipment conforming to industry and OH&S standards

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

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

The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:

the underpinning knowledge and skills

relevant legislation and workplace procedures

other relevant aspects of the range statement

Context of and specific resources for assessment

Performance is demonstrated consistently over a period of time and in a suitable range of contexts

Resources for assessment include:

a range of relevant exercises, case studies and other simulated practical and knowledge assessment, and/or

access to an appropriate range of relevant operational situations in the workplace

In both real and simulated environments, access is required to:

relevant and appropriate materials and/or equipment, and/or

applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment

Assessment of this unit must be undertaken by a registered training organisation

As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests

Practical assessment must occur:

through appropriately simulated activities at

the registered training organisation, and/or
in an appropriate range of situations in the
workplace

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.

Work may be conducted:	- in a range of work environments - by day or night
Customers may be:	internal or external
Workplaces may comprise:	large, medium or small worksites
Requirements for work may include:	- restricted spaces - site restrictions and procedures - use of safety and personal protective equipment - communications equipment - specialised lifting and/or handling equipment - incident/accident breakdown procedures - additional gear and equipment - noise restrictions - hours of operations - authorities and permits
Work may be conducted in:	- restricted spaces - exposed conditions - controlled or open environments - environments involving the movement of equipment, goods, materials and/or vehicular traffic
Goods may involve:	special handling, location, storage and/or packaging requirements, including temperature controlled goods and dangerous goods
Modes of transfer may be:	manual or motorised
Storage types may include but are not limited to:	- bin/binning systems - rack refrigeration/freezers/cold rooms

	marked floor space
	containers
	racks and racking systems
	block/stacks
	pallets
Inventory systems may be:	automated
	manual
	paper-based
	computerised
	microfiche
Categories or groups of products/stock may include:	small parts
	perishable goods
	overseas export
	dangerous goods
	refrigerated products
	temperature controlled stock
	fragile goods
The characteristics of products/stock may include:	small parts
	toxicity
	flammability
	form
	weight
	size
	state
	perishability
	fragility
	security risk
Labelling systems may include but are not limited to:	batch code
	bar code
	identification numbering systems
	serial numbers
	symbols for safe handling

ADG and HAZCHEM Codes

Hazards in the work area may include:

hazardous or dangerous materials
contamination of, or from, materials being handled
noise, light, energy sources
stationary and moving machinery, parts or components
service lines
skills, leakages, ruptures
dust/vapours
oil or water on floor
a fire or explosion
damaged packaging or pallets
debris on floor
faulty racking
poorly stacked pallets
faulty equipment

Communication in the work area may include:

phone
electronic data interchange (EDI)
fax
email
internet
RF systems
oral, aural or signed communications

Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:

company procedures
enterprise procedures
organisational procedures
established procedures

Personal protective equipment may include:

gloves
safety headwear and footwear
safety glasses
two-way radios
high visibility clothing

Consultative processes may involve:	- other employees and supervisors - suppliers, customers and clients - relevant authorities and institutions - management and union representatives - industrial relations and OH&S specialists - other maintenance, professional or technical staff
Information/documents may include:	- goods identification numbers and codes - manifests, picking slips, merchandise transfers, stock requisitions and bar codes - codes of practice and regulations relevant to workplace operations - Australian and international regulations and codes of practice for the handling, stacking and transport of dangerous goods and hazardous substances - operations manuals, job specifications and induction documentation - manufacturers specifications for equipment - workplace procedures and policies - supplier and/or client instructions - dangerous goods declarations and material safety data sheets (where applicable) - award, enterprise bargaining agreement, other industrial arrangements - relevant Australian standards and certification requirements - quality assurance procedures - emergency procedures
Applicable regulations and legislation may include:	- codes and regulations relevant to the monitoring of storage facilities - Australian and international regulations and codes of practice for the storage of dangerous goods and hazardous substances, including: - Australian Dangerous Goods Code - Australian Explosives Code

licence, patent or copyright arrangements
water and road use and licence arrangements
export/import/quarantine/bond requirements
marine orders
relevant state/territory OH&S and
environmental protection legislation
workplace relations regulations
workers compensation regulations

Unit Sector(s)

Competency Field

A - Handling Cargo/Stock