Specification of Competency Standards

for the Printing and Publishing Industry

Unit of Competency

1. Title	Warehouse management
2. Code	PPPULO301A
3. Level	3
4. Credit	12
5. Competency	Performance Requirements 5.1 Understand warehouse layout — ♦ Understand warehouse layout in relation to publication storage, checking out, tidiness and safety 5.2 Understand warehouse inventory record and report — ♦ Understand how to maintain full set of record and report 5.3 Understand personnel and equipment management — ♦ Understand how to maintain occupational safe and healthy environment for workers and warehouse equipment including forklift trucks and computerized warehouse inventory system 5.4 Understand inventory taking — ♦ Understand importance and requirements regarding inventory taking 5.5 Understand crisis handling — ♦ Understand authority of publishing enterprise personnel, set procedures and measures for handling crises

	5.6 Execute warehouse management ◆ Carry out warehouse management and checking out according to safety codes and making use of warehouse equipment, compile full set of record and stock taking report and assist in formulating and implementing warehouse crisis handling measures
6. Range	Carry out warehouse management and checking out according to safety codes and making use of warehouse equipment, compile full sets of records and stock taking reports and assist in formulating and implementing warehouse crisis handling measures and perform related tasks in warehouse department.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Execute warehouse management according to safety codes and assist in formulating and implementing warehouse crisis handling measures.
8. Remarks	This unit of competency is applicable to warehouse practitioners of publishing in general.