PROSUM14
Manage the receipt, storage or dispatch of goods

Overview

Mines have now been established as a suitable facility for the warehousing and storage of a wide and diverse range of materials. These include petrochemicals, documents, antiques, fine wines and waste products. Mines provide a secure location with consistent temperature. Storage can be in a mine abandoned after mineral production has ceased, a mine created specifically for storage purposes, or in part of a producing or tourist mine not currently used for that purpose. Storage mines must comply with all the statutory regulations required of other mines. However, the warehousing function is the same as any other warehouse. This Standard is therefore transferable to functions including warehousing and storage in other industrial sectors.

This Standard applies to any person who carries responsibility for managing the receipt, storage or dispatch of goods in a mine, whether or not they have other responsibilities for the supervision of mining operations.

This a **single** element standard

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Performance criteria

You must be able to:

P1 confirm the quantity and type of goods being managed
P2 determine the storage conditions and equipment required to manage the goods
P3 assess the capacity of the storage facility, and identify appropriate areas for receiving, storing, or dispatching goods
P4 organise the movement or rotation of goods to assist receiving, storing, or dispatching goods
P5 ensure any monitoring activities, tests, and other storage arrangements required for the goods are carried out in accordance with organisational procedures
P6 identify and confirm requirements for facilities and equipment to be used with the goods
P7 utilise and maintain the organisation's logistics resources effectively to manage the receipt, storage, or dispatch of goods
P8 provide information on the goods and their requirements to all relevant people using appropriate communication methods
P9 identify any relevant health, safety, and security issues relating to the management of the goods
P10 identify any problems with managing the goods, and take the appropriate action to deal with them
P11 report work activities and record them in the appropriate information systems according to organisational procedures
P12 comply with all relevant work and safety legislation, regulations, standards, and organisational procedures

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Knowledge and understanding

Managing goods

You need to know and understand:

K1 sources of information on the capacity and limitations of a storage facility
K2 types of goods to be received, stored, or dispatched
K3 storage areas relevant to the type of goods to be received, stored, or dispatched
K4 special requirements relating to the receipt, storage, or dispatch of goods
K5 monitoring and testing systems and procedures
K6 methods of stock rotation and movement
K7 resources available in the organisation
K8 types of problem arising from managing the processing of goods

Legislation and regulations

You need to know and understand:

K9 sources of information on legislation and regulations
K10 legislation and regulations that apply to health and safety in the workplace
K11 legislation and regulations that apply to own area of responsibility
K12 legal requirements for the storage and distribution of specific goods and materials

Organisational procedures

You need to know and understand:

K13 Reporting responsibilities and information systems used by the organisation for specific work activities
K14 Working practices, operating procedures, guidelines, and codes of practice
K15 Roles and responsibilities of different colleagues

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