

<b>Title</b>	<b>Fill shelves in a retail or distribution environment</b>		
<b>Level</b>	<b>2</b>	<b>Credits</b>	<b>3</b>

<b>Purpose</b>	People credited with this unit standard are able to prepare to fill, and fill shelves in a retail or distribution environment.
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<b>Classification</b>	Retail, Distribution, and Sales > Stock Control
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<b>Available grade</b>	Achieved
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### Guidance Information

#### 1 Definitions

*Distribution environment* refers to a workplace where the primary focus is on storage and distribution of stock.

*Organisational procedures* may include but are not limited to the applicable procedures found in the following – organisational performance guidelines and standards; Government and local body legislation.

*Retail environment* refers to workplaces where the primary focus is on customers purchasing goods or services.

*Shelves* may include but are not limited to – shelves, racks, gondolas, bins, tables, risers, cabinets, chillers, refrigerators.

#### 2 Legislation relevant to this unit standard includes but is not limited to – Health and Safety at Work Act 2015 and Health and Safety Regulations 1995.

#### 3 Evidence is required of filling shelves on three occasions.

#### 4 All assessment tasks must be carried out in accordance with organisational procedures.

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### Outcomes and performance criteria

#### Outcome 1

Prepare to fill shelves in a retail or distribution environment.

#### Performance criteria

1.1 Shelves to be filled are identified.

1.2 Stock requirements for shelves to be filled are established.

1.3 Stock for filling shelves is prepared and positioned.

**Outcome 2**

Fill shelves in a retail or distribution environment.

**Performance criteria**

2.1 Shelves are filled.

Range may include but is not limited to – use of planogram, facing up of stock, placing new stock behind old stock.

2.2 Damaged and expired stock is identified and removed from shelves.

2.3 Out-of-stock items are replaced.

Range replacement may include but is not limited to – 'out-of-stock' sign, similar stock, adjacent stock.

2.4 Disruption to customers due to filling shelves is minimised and customer access to stock is maintained.

2.5 Documentation associated with filling shelves is completed.

<b>Planned review date</b>	31 December 2027
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**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	31 October 1997	31 December 2018
Review	2	29 July 2002	31 December 2018
Review	3	21 November 2008	31 December 2018
Review	4	8 December 2016	31 December 2024
Review	5	26 January 2023	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0112
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

**Comments on this unit standard**

Please contact Ringa Hora Services Workforce Development Council [qualifications@ringahora.nz](mailto:qualifications@ringahora.nz) if you wish to suggest changes to the content of this unit standard.