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|--------------|---|----------------|----------|
| <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> |

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| <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.

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| <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 2025         |
| Review       | 5       | 26 January 2023  | N/A                      |
| Revision     | 6       | 25 July 2024     | N/A                      |

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| <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.