

Title	Maintain operational procedures in a distribution facility		
Level	4	Credits	5

Purpose	People credited with this unit standard are able to maintain operations, staff and environmental safety and security in a distribution facility.
----------------	--

Classification	Retail, Distribution, and Sales > Retail and Distribution Management
-----------------------	--

Available grade	Achieved
------------------------	----------

Guidance Information

- 1 All tasks are to be carried out in accordance with organisational procedures.
- 2 Legislation relevant to this unit standard includes but is not limited to: Hazardous Substances and New Organisms Act 1996, Health and Safety at Work Act 2015, Resource Management Act 1991, Waste Minimisation Act 2008.
- 3 Definitions
Distribution facility refers to a workplace where the primary focus is on storage and distribution of stock.
Organisational procedures referred to in this unit standard may include but are not limited to the applicable procedures found in the following: organisational performance guidelines and standards; Government and local body legislation.

Outcomes and performance criteria

Outcome 1

Maintain operations in a distribution facility.

Performance criteria

- 1.1 Efficient distribution of goods is maintained.
- 1.2 Staffing levels are managed.
- 1.3 Inventory management systems are operated.

Range inventory management may include but is not limited to – receipt, movement, storage, picking, labelling, dispatch, quarantine, returns, issue, disposal, record keeping, cataloguing.

1.4 Maintenance procedures are carried out on distribution equipment.

1.5 Organisational output requirements are achieved.

Outcome 2

Maintain staff and environmental safety and security in a distribution facility.

Performance criteria

2.1 Measures intended to promote safety are implemented in accordance with legislative requirements.

2.2 Measures intended to protect the security of workplace and goods are implemented.

2.3 Environmental planning and control issues are identified and appropriate remedies are implemented legislative requirements.

Range planning and control issues may include but is not limited to – safety, pollution levels, waste management.

2.4 Recycling and waste disposal processes are operated in a manner that optimises safe disposal in accordance with legislative requirements.

Planned review date	31 December 2027
----------------------------	------------------

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	8 December 2016	31 December 2024
Review	4	26 January 2023	N/A

Consent and Moderation Requirements (CMR) reference	0112
--	------

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 if you wish to suggest changes to the content of this unit standard.