

Process inwards goods and/or materials at a manufacturing or industrial site

Level 3

Credits 6

Purpose People credited with this unit standard are able to prepare to process, and process, inwards goods and/or materials.

Subfield Supply Chain Management

Domain Materials Management

Status Registered

Status date 22 December 1999

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Entry information Open.

Accreditation Evaluation of documentation and visit by NZQA and industry.

Standard setting body (SSB) Competenz

Accreditation and Moderation Action Plan (AMAP) reference 0173

This AMAP can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Special notes

- 1 For the purpose of this unit standard:
Organisational requirements include all documented policies, procedures and instructions pertaining to materials management.
Quarantine includes any holding area, bond area, or area set aside where goods may be held pending inspection and clearance for quality and quantity checks.
- 2 Legislation relevant to this unit standard:
Health and Safety in Employment Act 1992;
Health and Safety in Employment Regulations 1995;
and all subsequent amendments and replacements.

- 3 Some range statements within this unit standard are indicative and dependent on organisational policy, procedures and practices and the type of application being processed. Candidates are therefore to be assessed against as many items in each range note as are available and relevant.

Elements and performance criteria

Element 1

Prepare to process inwards goods and/or materials.

Performance criteria

- 1.1 Specified materials and/or goods for quarantine storage are identified and held in quarantine area in accordance with organisational requirements.
- Range specified goods – oversupplied, undersupplied, incorrect, damaged, hazardous goods, awaiting technical inspection, quarantine area.
- 1.2 Quarantine materials and/or goods are inspected and cleared in accordance with organisational requirements.

Element 2

Process inwards goods and/or materials.

Performance criteria

- 2.1 The system is updated and reconciled against the receiving worksheet and supply order in accordance with organisational requirements.
- 2.2 The received goods and/or materials are prepared for storage or distribution in accordance with organisational requirements.
- Range any of the following that apply to the site – bar codes, crating, originator identification, labelling, system edit, cataloguing, consignment stocks, reserved stock, supplier-replenished stock, quarantine goods.
- 2.3 Equipment used for handling materials and/or goods is used in accordance with organisational requirements.
- 2.4 Waste packaging is disposed of in accordance with organisational requirements.

Please note

Providers must be accredited by NZQA, or an inter-institutional body with delegated authority for quality assurance, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be accredited by NZQA before they can register credits from assessment against unit standards.

Accredited providers and Industry Training Organisations assessing against unit standards must engage with the moderation system that applies to those standards.

Accreditation requirements and an outline of the moderation system that applies to this standard are outlined in the Accreditation and Moderation Action Plan (AMAP). The AMAP also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact the Competenz at info@competenz.org.nz if you wish to suggest changes to the content of this unit standard.