

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

Level 3

Credits 6

Purpose People credited with this unit standard are able to: receive goods and/or material for return to stock; return goods and/or materials to stock; and return goods and/or materials to supplier.

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.
- 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

Receive goods and/or material for return to stock.

Performance criteria

- 1.1 Credit return in relation to returned stock is completed in accordance with organisational requirements.
- 1.2 Returned stock is assessed for condition in accordance with organisational requirements.
- Range includes but is not limited to – damaged stock, surplus stock, unsuitable stock, health and safety gear.
- 1.3 Documentation is processed, amended, and updated in accordance with organisational requirements.

Element 2

Return goods and/or materials to stock.

Performance criteria

- 2.1 Stock is placed using stock location system on site in accordance with organisational requirements.
- 2.2 Procedures for placing stock comply with health and safety legislation.

Element 3

Return goods and/or materials to supplier.

Performance criteria

- 3.1 Dispatch documentation is identified, completed, processed, and checked in accordance with organisational requirements.
- Range return advice note, loading sheet, consignment note, insurance documents.

3.2 Goods and/or materials are packaged, labelled and consigned to supplier in accordance with organisational requirements.

Range includes but is not limited to – items oversupplied, no purchase order, items for repair, items for replacement.

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.