

## Distribute goods and/or materials within the workplace at a manufacturing or industrial site

**Level** 3

**Credits** 4

**Purpose** People credited with this unit standard are able to distribute goods and/or materials and complete the documentation for delivery within the workplace.

**Subfield** Supply Chain Management

**Domain** Materials Management

**Status** Registered

**Status date** 22 December 1999

**Date version published** 21 August 2009

**Planned review date** 31 December 2011

**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>.

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### Special notes

- 1 For the purpose of this unit standard:  
*Organisational requirements* include all documented policies, procedures and instructions pertaining to materials management.  
*Customers* include both internal and external customers.
- 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.

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## Elements and performance criteria

### Element 1

Distribute goods and/or materials within the workplace.

#### Performance criteria

- 1.1 Transport for delivery is selected to meet the requirements as these relate to product, time, and customer in accordance with organisational requirements.

Range size, safety, type.

- 1.2 Goods and/or materials are delivered to the user in accordance with organisational and customer requirements.

Range location, deadline, just-in-time.

### Element 2

Complete documentation for goods and/or materials delivered within the workplace.

#### Performance criteria

- 2.1 Delivery documentation is completed, processed, and/or checked, in accordance with organisational requirements.

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### 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](mailto:info@competenz.org.nz) if you wish to suggest changes to the content of this unit standard.