

Title	Demonstrate and apply knowledge of a scanning system and stock transfer in a food and related products warehouse		
Level	2	Credits	8

Purpose	People credited with this unit standard are, within a food and related products warehouse, able to: describe the purpose of a scanning system; identify the components of a barcode label; describe the documentation requirements of stock transfer; and scan product barcode labels for stock transactions.
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Classification	Food and Related Products Processing > Food and Related Product Storage and Distribution
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Available grade	Achieved
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Guidance Information

- 1 Legislation relevant to this unit standard may include but is not limited to the:
Health and Safety at Work Act 2015.
Food Act 2014.
Food Regulations 2015.
- 2 Definitions
Organisational procedures refer to documents that include: worksite rules, codes, and practices; equipment operating instructions; manufacturer's specifications; production specifications; documented quality management systems; and health and safety requirements, including the use of PPE.
PPE refers to personal protective equipment such as protective clothing, gloves, safety glasses, headwear, footwear, hearing protection, safety devices.
Related products refer to beverages, household products, or personal care products.
- 3 Assessment information
All activities and evidence must be in accordance with organisational procedures.

Outcomes and performance criteria

Outcome 1

Describe the purpose of a scanning system in a food and related products warehouse.

Range four of – stocktaking, issue to plant, return from plant, validated order pick, goods transfer, received transfer, pallet labelling, adjustments.

Performance criteria

- 1.1 The purpose of scanning is described in terms of the identification of the location of products.
- 1.2 The purpose of scanning is described in terms of records of the transfer of products.

Outcome 2

Identify the components of a barcode label in a food and related products warehouse.

Range product code, lot number, serial number, weight, use by date.

Performance criteria

- 2.1 The components of a barcode label are identified in terms of the information conveyed.
- 2.2 The components of a barcode label are identified in terms of the position on the label.

Outcome 3

Describe the documentation requirements for stock transfer in a food and related products warehouse.

Range may include but is not limited to – batch numbers, scan sheet, stock movement docket.

Performance criteria

- 3.1 The documentation requirements of stock transfer are described in terms of the functions of the documents.
- 3.2 The documentation requirements of stock transfer are described in terms of the movements of the documents.

Outcome 4

Scan product barcode labels for stock transactions in a food and related products warehouse.

Range four of – stocktaking, issue to plant, return from plant, validated order pick, goods transfer, received transfer, pallet labelling, adjustments.

Performance criteria

- 4.1 The scanning gun is handled correctly.
- Range battery charge, damage avoidance, storage, laser safety, function changes.

- 4.2 Product barcode labels are scanned.
- 4.3 Product bar code labels are scanned consistent with the stock transfer.
- 4.4 Associated documentation is completed.

Range may include but is not limited to – batch numbers, scan sheet, stock movement docket.

Planned review date	31 December 2025
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	20 December 2001	31 December 2022
Rollover and Revision	2	24 August 2006	31 December 2022
Review	3	25 February 2021	N/A

Consent and Moderation Requirements (CMR) reference	0013
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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 Competenz qualifications@competenz.org.nz if you wish to suggest changes to the content of this unit standard.