

Title	Demonstrate knowledge of product storage in the flooring industry		
Level	2	Credits	4

Purpose	People credited with this unit standard are able to describe the processing of inwards goods in the flooring industry, and describe storage of products in the flooring industry.
----------------	---

Classification	Construction Trades > Flooring
-----------------------	--------------------------------

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

Guidance Information

- Performance of the outcomes of this unit standard must comply with the following legislation and guides: The Building Act 2004; Health and Safety in Employment Act 1992, and its subsequent amendments; *A Guide to Health and Safety in Employment Act 1992 (2003 – 2nd edition)*, published by the Department of Labour and available at <https://www.worksafe.govt.nz/>.
- Workplace procedures* are all authorised instructions, processes and work practices carried out in the workshop, factory, shop and worksite.
- Candidates will be expected to carry out the activities required in this unit standard under supervision or in a simulated situation.

Outcomes and performance criteria

Outcome 1

Describe the processing of inwards goods in the flooring industry.

Performance criteria

- 1.1 Procedure for checking of goods received against carriers' consignment notes is described in accordance with workplace procedures.
- 1.2 Purpose of documentation for processing inwards goods is described in accordance with workplace procedures.

Range documentation may be electronic or hard copy and may include but is not limited to – purchase order, advice note, packing slip, delivery note, inwards goods report, daily receiving sheets, credit note, trade return docket, internal transfer note, stock records bin location data, invoice, return to supplier note, loading sheet, consignment note.

- 1.3 Procedure for handling irregularities encountered in processing of inwards goods is described.

Range may include but is not limited to – shortages, damage, delivery problems.

Outcome 2

Describe storage of products in the flooring industry.

Performance criteria

- 2.1 Requirements for storing goods are described.

Range may include but is not limited to – location, conditions, safety issues.

- 2.2 Systems used for locating products are described.

Range may include but is not limited to – manual, despatch unit numbering system, bar coding system, computerised inventory management system.

- 2.3 Documentation required for storing products is identified and described in accordance with workplace procedures.

This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	22 September 2004	31 December 2023
Rollover and Revision	2	23 April 2007	31 December 2023
Review	3	25 November 2021	31 December 2023

Consent and Moderation Requirements (CMR) reference

0175

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