

<b>Title</b>	<b>Monitor and maintain the procedures for dispatch of goods in a distribution facility</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>10</b>

<b>Purpose</b>	<p>This unit standard is for people working in a distribution facility.</p> <p>People credited with this unit standard are able to, in a distribution facility: check document control procedures; monitor and maintain scheduling; prepare for special promotions; monitor and maintain the application of shelf-life management procedures; and monitor and maintain transport scheduling.</p>
----------------	--

<b>Classification</b>	Retail, Distribution, and Sales > Distribution
-----------------------	--

<b>Available grade</b>	Achieved
------------------------	----------

---

### Guidance Information

- Definitions**  
*Distribution facility* refers to a workplace where the primary focus is on storage and distribution of stock.  
*Special promotion* refers to a planned business activity requiring the estimation and allocation of additional resources.  
*Workplace procedures* refer to applicable procedures found in the following: organisational performance guidelines and standards; manufacturer's procedures and specifications; Government and local body legislation.
- Monitor and maintain** in the context of this unit standard means to have an influence on the successful operation of a functional area or team without necessarily any formal line reporting authority. It covers the responsibility of a team member to support and possibly guide their colleagues to ensure collective outcomes are met. It would involve being watchful for potential or actual issues or problems and taking some responsibility for ensuring they are addressed in line with establishment requirements.
- Any relevant Acts, regulations, and bylaws must be complied with during assessment against this standard.
- Evidence for the practical components of this unit standard must be gathered in the workplace.
- All performance criteria are to be carried out in accordance with workplace procedures.

---

## Outcomes and performance criteria

### Outcome 1

Check document control procedures in a distribution facility.

#### Performance criteria

1.1 Document control procedures are checked and any variances are reported.

Range documents include but are not limited to – pick lists, consignment notes;  
evidence for products from three different ranges is required.

### Outcome 2

Monitor and maintain scheduling in a distribution facility.

#### Performance criteria

2.1 Schedules are monitored and maintained to ensure deadlines are met.

Range adjustments include but are not limited to – labour allocation, material handling machinery;  
evidence for four shifts is required.

### Outcome 3

Prepare for special promotions in a distribution facility.

#### Performance criteria

3.1 Resources required for the special promotion are identified and agreed with stakeholders.

Range resources may include but are not limited to – people, equipment, machinery, goods, services.

3.2 Any additional material handling machinery demand is identified and actioned.

Range actions may include but are not limited to – lease of additional equipment, scheduling usage to maintain battery life.

3.3 Additional transport requirements are planned and actioned.

Range actions may include but are not limited to – third-party contract or hire.

**Outcome 4**

Monitor and maintain the application of shelf-life management procedures in a distribution facility.

**Performance criteria**

- 4.1 Product life of stock is monitored and expiring stock is identified, located and recorded.

Range product life may include – best before date, seasonal products, superseded products;  
evidence for measurements of product life is required.

**Outcome 5**

Monitor and maintain transport scheduling for a distribution facility.

**Performance criteria**

- 5.1 Compliance with transport schedule is maintained.

Range evidence for one week is required.

- 5.2 Deliveries are tracked and stakeholders are informed.

Range stakeholders may include but are not limited to – internal managers, customers, administration staff, truck drivers, electronic tracking system;  
evidence for three deliveries is required.

<b>Planned review date</b>	31 December 2027
----------------------------	------------------

**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	16 April 2015	31 December 2017
Rollover and Revision	2	20 August 2015	31 December 2024
Review	3	8 December 2016	31 December 2025
Review	4	2 March 2023	N/A
Revision	5	25 July 2024	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0112
--	------

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

---

**Comments on this unit standard**

Please contact Ringa Hora Services Workforce Development Council  
[qualifications@ringahora.nz](mailto:qualifications@ringahora.nz) if you wish to suggest changes to the content of this unit standard.