Title	**Monitor and maintain receipt of goods in a distribution facility**		
Level	**4**	**Credits**	**10**

Purpose	This unit standard is for people working in a distribution facility. People credited with this unit standard are able to monitor and maintain: input of goods; receipt of goods; and a quality control system for the receipt of goods, in a distribution facility.

Classification	Retail, Distribution, and Sales > Distribution

Available grade	Achieved

Guidance Information

1 Definitions
Distribution facility refers to a workplace where the primary focus is on storage and distribution of stock.
Workplace procedures refer to applicable procedures found in the following: workplace performance guidelines and standards; manufacturer's procedures and specifications; Government and local body legislation.

2 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.

3 Any relevant Acts, regulations, and bylaws must be complied with during assessment against this standard.

4 Evidence for the practical components of this unit standard must be gathered in the workplace.

5 All performance criteria are to be carried out in accordance with workplace procedures.

Outcomes and performance criteria

Outcome 1

Monitor and maintain input of goods in a distribution facility.

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Performance criteria

1.1 Input of goods into a distribution facility is coordinated to maximise efficient storage.

Outcome 2

Monitor and maintain receipt of goods into a distribution facility.

Performance criteria

2.1 The receipt, checking, and processing of deliveries is verified and any anomalies are corrected.

Range checking includes but is not limited to – delivery documents, stock records, purchase specifications.

Outcome 3

Monitor and maintain a quality control system for receipt of goods in a distribution facility.

Performance criteria

3.1 Control and production schedules are verified against actual performance and any required adjustments to maximise efficiency and minimise waste are implemented.

3.2 Quality of inward goods is monitored and remedial measures to ensure compliance with order requirements are implemented.

3.3 Receipt of inward goods is monitored via the control system and any adjustments to workflow or staffing requirements are implemented.

Planned review date	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

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Consent and Moderation Requirements (CMR) reference	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 if you wish to suggest changes to the content of this unit standard.

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