

<b>Title</b>	<b>Monitor and maintain receipt 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 monitor and maintain: input of goods; receipt of goods; and a quality control system for the receipt of goods in a distribution facility.</p>
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<b>Classification</b>	Retail, Distribution, and Sales > Distribution
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<b>Available grade</b>	Achieved
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**Explanatory notes**

- 1 Definitions
 

*Distribution facility* refers to a workplace where the primary focus is on storage and distribution of stock.

*Organisational procedures* referred to in this unit standard may include but are not limited to the applicable procedures found in the following: organisational 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 Performance of the evidence requirements of this unit standard must comply with organisational procedures.

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## Outcomes and evidence requirements

### Outcome 1

Monitor and maintain input of goods in a distribution facility.

#### Evidence requirements

- 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.

#### Evidence requirements

- 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.

#### Evidence requirements

- 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.

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<b>Planned review date</b>	31 December 2021
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**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	N/A
Review	3	8 December 2016	N/A

**Consent and Moderation Requirements (CMR) reference**

0225

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

**Please note**

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR 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 ServiceIQ [qualifications@serviceiq.org.nz](mailto:qualifications@serviceiq.org.nz) if you wish to suggest changes to the content of this unit standard.