

Title	Monitor and maintain storage of goods in a distribution facility		
Level	4	Credits	15

Purpose	<p>This unit standard is for people working in a distribution facility.</p> <p>People credited with this unit standard are, in a distribution facility, able to monitor and maintain: a stock planning system; and the management of risk.</p>
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Classification	Retail, Distribution, and Sales > Distribution
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Available grade	Achieved
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Guidance Information

- Definitions**
Distribution facility refers to a workplace where the primary focus is on storage and distribution of stock.
Workplace procedures referred to in this unit standard may include but are not limited to the applicable procedures found in the following: workplace 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

Monitor and maintain a stock planning system in a distribution facility.

Performance criteria

- 1.1 The provision of required storage is monitored and maintained.
- Range requirements include but are not limited to – goods inward, storage, goods outward.
- 1.2 Forecast stock demands and supply options are checked and verified to establish stock requirements.
- Range stock demands may include but are not limited to – fast moving goods, seasonal goods, stock rotation.
- 1.3 Stock holding requirements are monitored and maintained.
- 1.4 Resources required to meet productivity and throughput targets are monitored and maintained.
- Range resources may include but are not limited to – people, equipment, machinery.

Outcome 2

Monitor and maintain the management of risk in a distribution facility.

Performance criteria

- 2.1 Any risks to a distribution facility are identified and recorded.
- 2.2 Risks are assessed and evaluated, and an action plan is devised and presented for approval.
- 2.3 The application of risk management procedures is supervised.
- Range risk management procedures may include but are not limited to – staff training, health and safety policies, security measures, use of surveillance equipment, surveillance procedures, loss prevention policies and procedures.
- 2.4 Any issues arising from the application of risk management procedures are identified and reported.

Planned review date	31 December 2027
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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	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

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.