

Open Awards Qualification Unit



This unit forms part of a regulated qualification.

1 Unit Details

Unit Title:	Receive Goods in Logistics Operations
Unique Reference Number:	Y/506/0269
Level:	Level 2
Credit Value:	3
Minimum GLH:	15

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Know how to receive goods in logistics operations.	1.1 Explain the relevant organisational policies and procedures on goods being received in logistics operations, that relate to: (a) Health, safety and security (b) Environmental factors (c) Special requirements (d) Operational requirements (e) Stock Control
	1.2 Describe the different sources and types of information required for receiving goods.
	1.3 Describe the equipment and facilities required in an area receiving goods.
	1.4 Explain the correct handling methods for different types of goods.
	1.5 Explain the correct procedures for unloading vehicles.
	1.6 Identify a minimum of 3 problems that can occur when receiving goods.
	1.7 Explain appropriate action when dealing with identified problems.

2. Be able to receive goods in logistics operations.	2.1	Check goods received match specifications provided.
	2.2	Check that any equipment to be used has been prepared correctly in accordance with manufacturers' instructions, work requirements, operational and organisational procedures and practices.
	2.3	Check that the area to be used for receiving goods is clean and free from obstructions and hazards.
	2.4	Demonstrate correct methods for handling, moving and setting down goods.
	2.5	Use correct handling equipment for lifting, moving and setting down goods in accordance with organisational procedures and practices.
	2.6	Check goods have been unloaded safely in accordance with storage requirements.
	2.7	Complete all required documentation accurately.