

Open Awards Qualification Unit



Form OAQU

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1 Unit Details

Unit Title:	Keep Stock at Required Levels in Logistics Operations
QAC Code:	M/506/3436
Level:	Level 2
Credit Value:	3
Minimum GLH:	12

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Know how to maintain required stock levels in logistics operations	1.1 Explain the relevant organisational policies and procedures, in relation to keeping stock at required levels in logistics operations, that relate to: (a) Health, safety and security (b) Legal requirements (c) Operating requirements (d) Rotation methods
	1.2 Describe when to replenish stock.
	1.3 Describe how the regular or routine checks on stock levels are carried out
	1.4 Explain the process for dealing with any damaged, faulty or out-of-date items
	1.5 Describe the correct handling methods and/or equipment to move stock
	1.6 Describe correct labelling procedures
	1.7 Identify problems that can occur when maintaining stock levels

	1.8	Explain appropriate actions when dealing with the identified problems
2. Be able to maintain stock at required levels in logistics operations	2.1	Check the required stock level and the actual level of stock
	2.2	Identify any damaged, faulty or out-of-date items and move them to the appropriate location
	2.3	Use stock rotation methods to ensure the stock is utilised effectively
	2.4	Replenish the stock
	2.5	Handle the goods using safe and correct handling methods
	2.6	Label stock accurately according to organisational requirements
	2.7	Position the stock in the correct locations for further use
	2.8	Update the stock records after replenishing stock levels according to organisational requirements