Open Awards Qualification Unit

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1 Unit Details

Unit Title:	Receive Goods in Logistics Operations
QAC Code:	R/506/3431
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 the goods being received in logistics operations, that relate to: • Health, safety and security • Environmental factors • Special requirements • Operational requirements • Stock Control
	1.2 Describe the different sources and types of information required for receiving the goods
	1.3 Describe the equipment and facilities required in the 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 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 the goods received match the specifications provided in the information
		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 the goods is clean and free from obstructions and hazards
		2.4	Demonstrate the correct method for handling, moving and setting down the goods
		2.5	Use the correct handling equipment for lifting, moving and setting down the goods in accordance with organisational procedures and practices
		2.6	Check the goods have been unloaded safely in accordance with storage requirements
		2.7	Complete all require documentation accurately