

**SELF ASSESSMENT GUIDE**

Qualification:	<b>WAREHOUSING SERVICES NC II</b>	
COC 1:	<ul style="list-style-type: none"> <li>• Receive stocks/goods</li> <li>• Store stocks/goods</li> </ul>	
<b>Instruction:</b> <ul style="list-style-type: none"> <li>• Read each of the questions in the left-hand column of the chart.</li> <li>• Place a check in the appropriate box opposite each question to indicate your answer.</li> </ul>		
<b>Can I?</b>	<b>YES</b>	<b>NO</b>
<b>Receive stocks/goods</b>		
1. Identify workplace procedures for receipt of stocks/goods in accordance with company procedures*		
2. Interpret purpose of documents associated with the received stocks/goods		
3. Identify workplace documentation requirements for the receipt of stocks/goods and reporting damage*		
4. Check/inspects stocks/goods properly prior to receiving based on standard operating procedures*		
5. Check and report discrepancies and/or damage stocks/goods		
6. Document, dispatch or store non-conforming stock/goods in accordance with company procedure		
7. Identify appropriate manual handling techniques and equipment		
8. Observe safe work practices when unloading stocks/goods*		
9. Seek assistance from others, when required to maintain a safe and effective work		
<b>Store stocks/goods</b>		
10. Identify and categorizes product in terms of specified criteria and workplace procedures*		
11. Determines locations of products for storing based on specified criteria*		
12. Use labels, inventory system and other information sources to assist in the identification of products, handling and storage requirements*		
13. Identify and evaluate resources use to transfer different product through the storage zones*		
14. Support work in receiving and dispatching areas by identification and reporting of variances*		

15. Sort, assemble and consolidate products in the appropriate storage areas*		
16. Check storing methods in accordance with company procedures*		
17. Complete documentation and recording in accordance with workplace procedures*		
I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.		
<b>Candidate's Name &amp; Signature</b>	<b>Date:</b>	