

**SELF ASSESSMENT GUIDE**

Qualification:	<b>WAREHOUSING SERVICES NC II</b>		
COC 3:	Issue/dispatch stocks/goods		
<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>	
1. Check and verify order request and consignment note and documentation*			
2. Identify required schedules for issuance			
3. Identify product specifications/information on order*			
4. Select appropriate materials handling equipment within required OH&S regulations and time and motion requirement for stock/goods issuance			
5. Sort assemble and consolidate stocks/goods prior to issuance*			
6. Secure and place order in staging/holding zones in accordance with schedule*			
7. Complete workplace records and attach appropriate issuance documentation*			
8. Check truck conditions according to industry requirements and organizes stocks/goods loading in accordance with workplace procedures			
9. Complete and make final checks of load labels and documentation in accordance with the requirements			
10. Describe dispatching and loading requirements to delivery personnel where appropriate			
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>	