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SELF ASSESSMENT GUIDE

Qualification:	WAREHOUSING SERVICES NC IV		
Units of Competency Covered:	<ul style="list-style-type: none"> • Supervise a warehouse team or work group • Oversee warehouse facilities and equipment • Supervise warehouse operations • Implement process improvement system 		
Instruction:			
<ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check in the appropriate box opposite each question to indicate your answer. 			
Can I?		YES	NO
SUPERVISE A WAREHOUSE TEAM OR WORK GROUP			
Determine appropriate staffing levels and assign workload. *			
• Determine competencies and skills requirements for warehouse tasks in accordance with the workplace requirements. *			
• Prepare job descriptions, roles and responsibilities for each position. *			
• Concur and document tasks, roles and responsibilities with the warehouse staff. *			
• Hire additional warehouse staff as needed. *			
Mentor warehouse staff *			
• Discuss goals and targets with the warehouse staff. *			
• Train warehouse staff on new developments. *			
• Apply coaching and mentoring as needed. *			
• Undertake cross-posting when necessary and feasible. *			
Conduct performance appraisal of warehouse staff. *			
• Assess performances of warehouse staff on regular intervals. *			
• Document and concur results of performance appraisal of warehouse staff. *			

<ul style="list-style-type: none"> Assist in the development Personnel Performance Improvement Plans (PPIP) through Training Needs Analysis (TNA). * 		
<ul style="list-style-type: none"> Give commendations and disciplinary actions as necessary. * 		
Enhance warehouse staff skills *		
<ul style="list-style-type: none"> Assist in the preparation of the competencies and skills inventory of each warehouse staff. * 		
<ul style="list-style-type: none"> Concur Personnel Performance Improvement Plan (PPIP). * 		
<ul style="list-style-type: none"> Implement training programs to support PPIP. * 		
OVERSEE THE WAREHOUSE FACILITY AND EQUIPMENT		
Comply with the standards of a safe and secured warehouse facility and equipment. *		
<ul style="list-style-type: none"> Implement and monitor good warehousing practices on facility and equipment in accordance with workplace requirements. * 		
<ul style="list-style-type: none"> Comply with applicable OSHS, environment, and other government regulatory requirements. * 		
<ul style="list-style-type: none"> Establish a security system for controlling access to the facility and equipment. * 		
Contribute in the design of the warehouse storage facility. *		
<ul style="list-style-type: none"> Draw a warehouse layout based on the flow of goods. * 		
<ul style="list-style-type: none"> Consider storage requirements and relevant government regulatory requirements in the warehouse design. * 		
<ul style="list-style-type: none"> Factor capacity requirements in the design. * 		
<ul style="list-style-type: none"> Prominently display stock locator map and visual cues at strategic areas. * 		
Maintain warehouse facility and equipment. *		
<ul style="list-style-type: none"> Make a warehouse maintenance checklist available. * 		
<ul style="list-style-type: none"> Assess warehouse facility and equipment to maximize operational efficiency. * 		
<ul style="list-style-type: none"> Upgrade warehouse facility and equipment as necessary. * 		
SUPERVISE WAREHOUSE OPERATIONS		
Organize warehouse operations. *		

• Execute warehouse activities to meet objectives. *		
• Make operational resources available. *		
• Observe work schedule and cut-offs. *		
• Comply with warehouse policies and procedures. *		
• Put in place Key Performance Indicators to measure effectiveness of warehouse operations. *		
Supervise warehouse inventory activities *		
• Adapt Inventory Management and Warehouse Management (IM/WM) system. *		
• Reinforce stock inventory control policies. *		
• Conduct physical counts activities to validate inventory records accuracy. *		
Engage with efficient transport and logistics service providers. *		
• Identify customer transport requirements. *		
• Hire the services of efficient Transport and Logistics providers. *		
• Adapt a transport planning system. *		
• Conduct a review of performance with Transport and Logistics service providers. *		
IMPLEMENT PROCESS IMPROVEMENT SYSTEM		
Evaluate operational performance. *		
• Identify key performance indicators. *		
• Measure operational performance. *		
• Analyze current performance results. *		
Adapt process improvement. *		
• Implement process improvement programs. *		
• Regularly review results of process improvements. *		
• Do benchmarking with best industry practices. *		

Calibrate targets based on historical performance results. *		
• Review performance results at regular intervals. *		
• Review key performance targets against historical performance results. *		
• Adjust performance targets as necessary. *		
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.		
Candidate's Name & Signature	Date:	