

SELF-ASSESSMENT GUIDE

Qualification:	WAREHOUSING SERVICES NC II		
COC 2:	Pick stocks/goods		
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	
1. Check and secure documents before packing warehouse goods/stock*			
2. Identify required resources including documents, handling materials/equipment and procedures*			
3. Determine work sequence and assign personnel role based on a time requirements in an effective manner			
4. Pick goods/stocks in accordance with enterprise policies and procedures*			
5. Confirm, verify and match goods/stocks identification*			
6. Report and coordinate pick/order slip discrepancy*			
7. Check and determine warehouse goods/stocks storage date and dispatch schedule*			
8. Check and monitor warehouse goods/stock shelf life regularly (FIFO/FEFO)*			
9. Perform actual physical checking of goods/stocks during picking process*			
10. Follow appropriate procedure in segregating and identifying damaged goods/stocks while picking*			
11. Complete workplace damage documentation/report*			
12. Check order slip/pick list against goods/stock actual status/availability*			
13. Observe procedure, tools and forms in reporting and coordinating goods/stock count/status report*			
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:	