

SELF ASSESSMENT GUIDE

Qualification:	WAREHOUSING SERVICES NC II	
COC 1:	<ul style="list-style-type: none"> • Receive stocks/goods • Store 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
Receive stocks/goods		
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		
Store stocks/goods		
1. Identify and categorizes product in terms of specified criteria and workplace procedures*		
2. Determines locations of products for storing based on specified criteria*		
3. Use labels,, inventory system and other information sources to assist in the identification of products, handling and storage requirements*		
4. Identify and evaluate resources use to transfer different product through the storage zones*		
5. Support work in receiving and dispatching areas by identification and reporting of variances*		

6. Sort, assemble and consolidate products in the appropriate storage areas*		
7. Check storing methods in accordance with company procedures*		
8. 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.		
Candidate's Name & Signature	Date:	

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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*			
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Qualification:	WAREHOUSING SERVICES NC II		
COC 3:	Issue/dispatch 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 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			
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Qualification:	WAREHOUSING SERVICES NC II		
COC 4:	Pack 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. Determine packaging specification and order packaging documentation in accordance with customer requirements*			
2. Select appropriate packaging technology suitable for the goods to be packed			
3. Ensure effective use of materials, and prevent loss and damage in transit or storage*			
4. Follow work procedure in accordance with OH&S requirements*			
5. Pack and wrap goods/stocks in accordance to packaging requirements*			
6. Stack packed goods based on the height requirements and in the designated location properly to prevent internal and external damages*			
7. Identify workplace labeling standards*			
8. Complete workplace documentation*			
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Qualification:	WAREHOUSING SERVICES NC II		
COC 5:	Operate and Maintain Manual Material Handling Equipment		
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. Conduct pre-operational checks to manufacturer specifications to ensure optimum functionality of materials handling equipment*			
2. Make minor necessary adjustments to equipment in accordance with manufacturer's specified checklist to ensure equipment operation*			
3. Report faulty equipment to authorized person for repair and to ensure equipment is safe and effective to use*			
4. Use appropriate personal protective equipment (PPE's) to minimize the risk of injury to operator*			
5. Eliminate or control work hazards appropriately when using material handling equipment to ensure safe working conditions in accordance with manufacturer and workplace operating instructions			
6. Clean or sanitize handling equipment in accordance with manufacturer specifications to ensure optimum functionality			
7. Maintain detailed and accurate records according to workplace procedures			
8. Handle equipment in a safe, secure and efficient manner in accordance to workplace procedure*			
9. Store equipment in a safe place and according to manufacturer and workplace procedure*			
10. Follow warehouse signage and lifesaving rules*			
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