

## Specify requirements for the storage of goods

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### Overview

This standard is about specifying requirements for the storage of goods. It involves obtaining information, confirming the availability of resources and providing specifications for storage locations. It also includes assessing all relevant factors, informing colleagues and confirming specifications comply with requirements.

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This standard is for supply chain practitioners. They could be, for example, in purchasing, freight logistics operations or transport management roles.

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## Performance criteria

*You must be able to:*

1. obtain the relevant information on the **goods** being stored
2. confirm the availability of resources required for the storage of **goods**
3. provide **specifications** for **storage locations and facilities** required for the storage of goods
4. identify and assess the relevant **factors** and risks that may affect the storage of **goods**
5. inform all the relevant **colleagues** of the storage **specifications**
6. confirm all the relevant **colleagues** are trained on the requirements of the goods in storage
7. confirm that all systems used by the organisation to store and monitor goods are in place
8. comply with all the relevant requirements for the storage **specifications**
9. comply with all the relevant legal, regulatory, environmental, health and safety and organisational procedures required for the selected distribution methods
10. promote responsibility for the environment and sustainability within the organisation, and communicate and implement this when selecting distribution methods for goods

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## Knowledge and understanding

*You need to know and understand:*

1. your organisation's strategic aims, objectives and activities in relation to the **supply chain**
2. the types of **supply chain** management theories, models and practices
3. your organisation's information sources on **supply chain** processes
4. the relevant methods and procedures for specifying the requirements for the storage of **goods**
5. the types of resources required for storing different **goods**
6. the **factors** and risks affecting the storage of **goods** and how to identify and assess these
7. the relevant legal and organisational requirements for the storage of **goods**
8. the types of logistics theories, models and practices
9. the types of communication methods used by your organisation
10. the types of systems used by the organisation to store and monitor **goods**
11. the importance of confirming that all the relevant colleagues are trained in the requirements of the goods in storage
12. the relevant legal, regulatory, environmental, health and safety and organisational procedures relating to distributing goods in the supply chain
13. how to identify any security and bio-security measures required by the goods being distributed
14. your and the organisation's responsibilities for protecting the environment and working sustainably when distributing goods within the supply chain

## Glossary

1. **Colleagues:** permanent, temporary, agency staff, external
2. **Goods:** any combination of goods or services that are procured, delivered or stored in the supply chain
3. **Supply chain:** procurement, purchasing and supply, logistics, transport and operations management, within and between international boundaries
4. **Specifications:** a set of requirements to be satisfied by a material product or service
5. **Factors:** including environmental, geographical, structural
6. **Storage locations and facilities:** temporary or permanent, ambient, chilled, dry, outdoors, indoors, ventilated, segregated and restricted access. Specifications could be from the type of market, the location, the type of goods or customer requirements.

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