

Overview

This standard is about receiving goods into logistics facilities. It involves confirming the goods are received and handled safely, identifying any risks and keeping records up to date.

This standard is relevant to all operatives at every level in logistics operations. Operatives could, for example, be working in warehousing and storage, removals, transport or freight forwarding.

Performance criteria

You must be able to:

1. confirm that the goods being received are in line with the delivery information
2. confirm that the area used to receive the goods is clean and free of obstructions and hazards
3. identify and use **Personal Protective Equipment (PPE)** relevant to receiving goods into logistics facilities
4. confirm that vehicles are safe and secure before unloading
5. handle goods using **handling methods** and **equipment** in accordance with the relevant organisational and legal requirements
6. confirm that the goods are unloaded safely in accordance with storage requirements
7. identify health, safety and security issues relating to receiving goods, and respond in accordance with organisational procedures
8. identify and respond to issues when receiving goods into logistics facilities
9. record your work in accordance with organisational requirements
10. comply with organisational procedures and the relevant environmental, **legal, safety and operating requirements** relating to receiving goods into logistics facilities

Knowledge and understanding

You need to know and understand:

1. the sources and types of information for the goods being received, including information relevant to health, safety and the environment
2. the characteristics and special requirements of the goods being received into logistics facilities
3. the **Personal Protective Equipment (PPE)** that should be used when receiving goods into logistics facilities
4. the organisational and legal requirements relevant to the goods being received
5. the **equipment** and facilities required to receive goods into logistics facilities
6. the vehicle safety and security arrangements during unloading
7. the **handling methods** for the types of goods received by the organisation
8. the methods of unloading goods from vehicles safely
9. the health, safety and environmental issues relevant to the storage of goods received by the organisation
10. the types of issues associated with receiving goods into logistics facilities
11. how to use and update any **stock control systems** used within the organisation
12. the roles and responsibilities of **colleagues** when receiving goods into the organisation
13. the recording systems used by the organisation and the organisation's requirements for maintaining records
14. the organisational procedures and the relevant environmental, **legal, safety and operating requirements** related to receiving goods into logistics facilities

Glossary

Handling methods: manual, mechanical

Stock control systems: manual, computerised, warehouse management systems, radio frequency

Colleagues: permanent, temporary, agency staff, external, line manager, supervisor, customer/clients

Environmental, legal, safety and operating requirements: safety regulations, codes of practice, load restrictions, working-time regulations, transport regulations

Personal Protective Equipment (PPE): high-visibility vests, hard hats, eye protection, gloves, boots

Equipment: e.g. tools, implements, machinery, lifts, conveyors, cranes, shelving and racking systems

Receive goods into logistics facilities LEGACY

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