
Overview

This standard is about processing or disposing of goods and materials in logistics operations. It involves identifying which goods and materials are suitable for recycling, reusing, reselling and which for disposal. It will involve preparing the goods and materials for onward movement and responding to problems that arise when sorting the goods and materials.

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

Performance criteria

You must be able to:

1. identify the **goods and materials** and conduct initial checks to determine their suitability for **processing** or **disposal**
2. sort the **goods and materials** according to the relevant organisational procedures for **processing** or **disposal** in logistics operations
3. obtain information and advice where you are unable to identify or classify **goods and materials**
4. handle **goods and materials** using **handling methods** and **equipment** in accordance with organisational procedures
5. remove the parts of the **goods and materials** that cannot be recycled and dispose of these according to organisational procedures
6. place the **goods and materials** that are suitable for **processing** or **disposal** in the required locations
7. prepare the **goods and materials** for further **processing** according to organisational requirements
8. identify and respond to issues with **processing** or **disposal**
9. complete the relevant documentation in line with organisational procedures
10. comply with organisational procedures and the relevant environmental, **legal, safety and operating requirements** relating to **processing** or **disposal** of goods and materials

Knowledge and understanding

You need to know and understand:

1. the types of **goods and materials** that are suitable for **processing**, and those that are not, in logistics operations
2. the relevant organisational safety requirements applicable to the **processing** or **disposal** of **goods and materials**
3. the relevant organisational procedures for the **processing** or **disposal** of **goods and materials** in logistics operations
4. how to obtain information on the types of **goods and materials** for **processing** and **disposal**
5. how to **process** or dispose of different types of goods and materials in line with organisational procedures
6. the types of issues arising from the **processing** or **disposal** of **goods and materials**
7. the roles and responsibilities of **colleagues** in logistics operations
8. the information and recording systems used by the organisation and the requirements for maintaining records
9. the organisational requirements and the relevant environmental, **legal, safety and operating requirements** relating to the **processing** or **disposal** of goods and materials

Glossary

1. **Goods and materials:** any waste or discarded materials, damaged goods
2. **Process:** goods or materials that can be used again – recycle, reuse, resell
3. **Disposal:** goods or materials that are not required for further reuse
4. **Colleagues:** permanent, temporary, agency staff, external, line manager, supervisor, customer/clients
5. **Handling methods:** manual, mechanical, gravity
6. **Legal, safety and operating requirements:** safety regulations, codes of practice, load restrictions, working-time regulations, transport regulations
7. **Equipment:** tools, implements, machinery, lifts, conveyors, cranes

SFLWS32L

Process or dispose of goods and materials in logistics operations
LEGACY



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Suite	Warehousing and Storage
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