

## Overview

This standard is about the use of equipment to move and transfer goods to and from a goods vehicle as part of a collection or delivery. It involves the selection of the relevant equipment, checking that the working area is safe for the use of the equipment, and the process of safely moving, transferring and setting down goods.

It also includes the requirement for the driver to be trained to operate the equipment, and hold current certification, where required, in line with the relevant legislation.

This standard is relevant to all drivers delivering to customers and those who are responsible for goods vehicles within logistics organisations.

## Use equipment to move and transfer goods

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### Performance criteria

*You must be able to:*

1. identify the goods to be moved and transferred to or from the goods vehicle and confirm that they are suitable to move
2. confirm the designated location for picking up or setting down the goods, in accordance with organisation instructions and customer requirements
3. check that the area is safe and secure for the movement and transfer of goods
4. confirm that the **goods vehicle** is secure and stable during the movement and transfer of goods
5. identify any **hazards** and potential difficulties in carrying out the movement and transfer of goods, and resolve them with **colleagues** or the **customer**
6. check that the **equipment** used to move and transfer the goods has been prepared and is operational in accordance with organisational procedures
7. wear **Personal Protective Equipment (PPE)** when moving and transferring **loads** following organisational procedures and **load** requirements
8. confirm that the required training and relevant licences are current and up to date for the **equipment** being used to move and transfer the goods
9. use equipment to move and transfer goods to or from the **goods vehicle** securely and without loss, damage or contamination
10. set down the goods in a **suitable position** on the goods vehicle or in the designated location
11. undertake the movement and transfer of goods in a way that minimises any possible damage to the surrounding environment
12. identify any problems with the type, quantity or quality of goods, take action and report the problems, following organisational procedures
13. return the equipment used to move and transfer the goods to its original position after use
14. record the work carried out in the relevant information and recording system, in accordance with organisational procedures
15. comply with organisational procedures and all relevant **environmental, legal, safety and operating requirements** relating to the use of equipment to move and transport goods

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### Knowledge and understanding

*You need to know and understand:*

1. the characteristics of the different types of goods collected or delivered by your organisation and how they need to be moved and transferred
2. the types of **equipment** that can be used to move and transfer the goods to the **goods vehicle** or designated location
3. the types of **equipment** that can be used in conjunction with the **goods vehicle** selected to collect or deliver the goods
4. the **Personal Protective Equipment (PPE)** that should be used when moving and transferring goods
5. the training and relevant licences required to operate equipment
6. how to maintain the **goods vehicle** in a secure and stable position during the movement and transfer of the goods
7. the types of **hazards** or difficulties that may be encountered in carrying out the movement and transfer of goods and the required action to take to resolve or report them, in accordance with organisational procedures
8. the methods for moving, transferring and setting down goods in relation to the type of **equipment** used, the characteristics of the **load** and the **customer's** requirements
9. the organisational procedures for dealing with wrong, lost or damaged goods, including shortfalls in goods
10. the importance of returning the equipment used to move and transfer the goods to the original position ready for future use
11. the information and recording systems used by the organisation and the requirements for maintaining records
12. the organisational procedures and all relevant **environmental, legal, safety and operating requirements** relating to the use of **equipment** to move, transfer and set down goods

## Glossary

- **Colleagues:** permanent, temporary, agency staff, external
- **Customers:** internal, external
- **Goods vehicle:** the commercial vehicle you normally drive, including a trailer when connected and other ancillary equipment
- **Load:** containers, sealed loads or trailers, palletised goods, building materials, food, temperature-controlled, livestock, waste, dangerous goods, plant and machinery, vehicles, timber, aggregate, etc.
- **Environmental, legal, safety and operating requirements:** Highway Code, transport regulations, safety regulations, codes of practice, load restrictions, drivers' hours, licences/permits, Driver Certificate of Professional Competence (DCPC) requirements, Driving and Vehicle Standards Agency (DVSA) requirements, Fleet Operators Recognition Scheme (FORS), alcohol and drug restrictions, organisational requirements
- **Equipment:** tools, implements, on-board lifting or tipping equipment, tail lifts, lift trucks, conveyors, cranes, ramps, mechanical/manual
- **Hazards:** size, weight, description, damage, contamination
- **Personal Protective Equipment (PPE):** high-visibility vests, hard hats, protective clothing, eye protection, gloves
- **Suitable position:** safe, relevant to delivery order, to meet customer requirements

## Use equipment to move and transfer goods

<b>Developed by</b>	Lantra
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<b>Validity</b>	Current
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<b>Status</b>	Original
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<b>Originating Organisation</b>	Lantra
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<b>Original URN</b>	SFL224
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<b>Relevant Occupations</b>	Transport Drivers and Operatives; Transportation operations and maintenance; Warehouse and distribution; Managers in Distribution, Storage and Retailing; Transport Associate Professionals
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<b>Suite</b>	Driving Goods Vehicles
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