

---

## Overview

This standard identifies the competences you need to comply with and use business systems and protocols to support logistic operations in an engineering manufacturing environment, in accordance with approved procedures.

You will be required to use criteria to enable you to plan and schedule the movement of engineered goods internally, nationally or internationally including selecting the mode of transport and transport provider. You will also be expected to monitor the schedule and where applicable make appropriate amendments.

Your responsibilities will require you to comply with an organisational logistics policy and procedures for the movement of engineering products or processes, identify opportunities for improvements and to report any problems that you cannot personally resolve, or that are outside your permitted authority, to the relevant people. You will be expected to work with minimal supervision, taking personal responsibility for your own actions and for the quality and accuracy of the work that you carry out.

Your underpinning knowledge will provide a good understanding of your work, and will enable you to have an informed approach to the operation and development of logistics schedules. You will understand your organisation's methods of logistics operation, in sufficient detail to enable you to identify opportunities for improvement, make informed decisions and work to the required standard or protocol.

You will be aware of any health, safety and environmental requirements applicable to the logistics processes. You will be required to demonstrate safe working practices throughout, and will understand the responsibility you owe to yourself and others in the workplace.

---

## Performance criteria

*You must be able to:*

1. work safely at all times, complying with health and safety legislation, regulations, directives and other relevant guidelines
2. create logistics schedules
3. review logistics requirements and select the appropriate transport provider
4. monitor the provision of logistic operations against the schedule and make amendment where required
5. review logistic operations and identify opportunities for improvement
6. complete relevant records on completion of the logistics operations
7. deal promptly and effectively with problems within your control, and seek help and guidance if you have problems that you cannot resolve

## Knowledge and understanding

### *You need to know and understand:*

1. how to access information on health and safety regulations, guidelines and directives relating to engineering logistics activities
2. how to access procedures and protocols relevant to the planning and scheduling of logistics activities
3. the advantages and disadvantages of each mode of transport that could be selected
4. the process and what must be taken into account when selecting the mode of transport
5. the criteria that is used when selecting a transport provider
6. how to schedule an order according to organisational procedures
7. the organisational procedures for providing information/documentation to different people
8. why it is important for documentation to be issued is correct and in the right sequence
9. the importance of ensuring completed documentation is stored according to organisational procedures
10. the problems that can occur arranging the transportation of goods
11. the different sources and types of information required for scheduling logistics operations to meet customer requirements
12. the methods and systems used for scheduling logistics operations to meet customer requirements
13. the problems that can occur when scheduling logistics operations to meet customer requirements
14. the importance of agreeing with customers the timings and deadlines for the provision for the logistics operations
15. why it is important to monitor the logistics schedule and make contingency plans where required
16. why it is important to continuously review the logistics operation and identify where improvements could be made
17. the equipment that can be used for the receipt, storage or dispatch of the goods and how appropriate equipment is selected
18. the environmental issues affecting the logistics sector and ways to minimise the

---

environmental impact of logistics operations

19. methods used to reduce the effects and impact on the environment

20. the importance of using and adhering to current and approved policies and procedures and what the potential impact could be if they were not adhered to

21. the latest technological advances that may be applied in logistics operations (such as computer aided route planning, aerodynamic trailer units, low emission engines, vehicle tracking, bar codes, radio frequency identification (RFID) tags)

22. the extent of your own responsibility and to whom you should report if you have any problems that you cannot resolve

## Scope/range

1.

Use **all** the following organisational documentation systems, policies and procedures when arranging engineering manufacturing logistics operations:

- 1.1 health and safety
- 1.2 security
- 1.3 regulations and industry guidelines
- 1.4 international/national standards and directives
- 1.5 roles and responsibilities
- 1.6 selection of transport provider
- 1.7 selection of appropriate transport method
- 1.8 product/component ordering
- 1.9 confidentiality

Plus **five** from the following:

- 10. in-house movement of goods
- 11. national movement of goods
- 12. international movements of goods
- 13. receipt of goods (such as raw materials, processed materials)
- 14. stock rotation
- 15. part/document issue levels are up to date and valid
- 16. storage of goods
- 17. dispatch of goods
- 18. recycling and disposal of the materials used during transit (such as packaging)
- 19. ethics and values

1.

Obtain **all** relevant details and logistics information on the goods to be transported to include all the following:

- 1.1 health, safety and security (including (COSHH))
- 1.2 environmental factors
- 1.3 location
- 1.4 handling requirements
- 1.5 identification of goods
- 1.6 packaging requirements to prevent damage during transit and storage
- 1.7 physical size and weight
- 1.8 special requirements (where applicable)

2.

Create logistics schedules for the movement of goods taking into account **all** of the following:

- 2.1 health and safety legislation, regulations, guidelines and directives
- 2.2 customers requirements
- 2.3 timings and deadlines
- 2.4 resource requirements (such as stock, transport method, manpower, lifting and handling, storage)
- 2.5 route planning
- 2.6 risk factors
- 2.7 documentation requirements (such as type, flow and sequence)
- 2.8 computer systems and software requirements (such as management systems, manufacturing and stock control, planning tools)
- 2.9 internal/external communication requirements (such as before, during and on completion of the logistic activity or when changes have been made to the schedule)
- 2.10 contingency requirements

3.

Take into account **all** the following criteria when selecting transport providers:

- 3.1 adherence to health and safety legislation, regulations, guidelines and directives
- 3.2 systems for placing orders
- 3.3 destination of goods (including major routes and hubs)
- 3.4 capacity and capability
- 3.5 transport costs
- 3.6 terms and conditions
- 3.7 previous performance/reliability
- 3.8 customer service
- 3.9 security

4.

Issue instructions and relevant documentation to the appropriate personnel to include **two** of the following:

- 4.1 in house movement of goods
- 4.2 goods to be transported within the UK
- 4.3 international movement of goods

SEMETS373

Supporting logistics operations in an engineering manufacturing environment



---

<b>Developed by</b>	Enginuity
<b>Version Number</b>	3
<b>Date Approved</b>	30 Mar 2021
<b>Indicative Review Date</b>	01 Mar 2024
<b>Validity</b>	Current
<b>Status</b>	Original
<b>Originating Organisation</b>	Enginuity
<b>Original URN</b>	SEMETS373
<b>Relevant Occupations</b>	Engineering, Engineering and Manufacturing Technologies, Engineering Technicians
<b>Suite</b>	Engineering Technical Support Suite 3
<b>Keywords</b>	Engineering; technical; support; logistics; operations; manufacturing environment

---