# Competency Task List – Secondary Component

# Logistics, Materials & Supply Chain Management CIP 52.0203

# High School Graduation Years 2020, 2021, 2022

## 100 Safety and Ergonomics

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| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 101 | Identify common causes of accidents and injuries in a distribution facility. |   |   |
| 102 | Practice safety and ergonomics in all activities. |  |  |
| 103 | Use personal protective equipment (PPE). |  |  |
| 104 | Use lifting techniques. |  |  |
| 105 | Identify types and uses of fire extinguishers. |  |  |
| 106 | Handle gas and hazardous materials. |  |  |
| 107 | Follow OSHA regulations. |  |  |
| 108 | RESERVED |  |  |
| 109 | Identify safety and hazard symbols. |  |  |
| 110 | Interpret Safety Data Sheets (SDS) and right-to-know laws. |  |  |
| 111 | RESERVED |  |  |

## 200 Inventory Management

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| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 201 | Manage the flow of inventory. |   |   |
| 202 | Use various inventory control systems. |   |   |
| 203 | RESERVED |   |   |
| 204 | RESERVED |   |   |
| 205 | Distinguish physical characteristics of inventory. |   |   |
| 206 | Follow procedures for correct rotation of stock and update records. |   |   |
| 207 | Complete physical stock counts. |   |   |
| 208 | Calculate inventory related to gross and net stock. |   |   |
| 209 | Explain inventory shrinkage. |   |   |
| 210 | Perform reverse logistics. |   |   |

## 300 Procurement Operations

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| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 301 | Follow the steps in the procurement process. |  |   |
| 302 | Follow company buying and purchasing policies. |  |   |
| 303 | Process purchasing documentation. |  |  |
| 304 | Evaluate vendors. |  |  |
| 305 | RESERVED |  |  |

## 400 Receiving

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 401 | Receive shipments. |  |   |
| 402 | Unload shipments. |  |   |
| 403 | RESERVED |  |  |
| 404 | Check inbound merchandise. |  |  |
| 405 | RESERVED |  |  |
| 406 | Update merchandise records with received products. |  |  |
| 407 | Process refused and damage shipments. |  |  |

## 500 Storage and Put-away

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| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 501 | RESERVED |   |   |
| 502 | Perform replenishment operations to primary and secondary locations. |   |   |
| 503 | RESERVED |  |  |
| 504 | Identify optimal merchandise storage equipment and methods. |  |  |
| 505 | Execute merchandise transactions to update the warehouse management system (WMS). |  |  |
| 506 | Research various types of automated storage systems. |  |  |

## 600 Order Fulfillment

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| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 601 | Follow procedures for selection of customer orders. |   |   |
| 602 | Distinguish between different order selection technologies, processes, and equipment. |   |   |
| 603 | Perform the physical order picking process using material handling equipment. |   |   |
| 604 | Complete order selection documentation. |   |   |
| 605 | Process backorders or shortages. |  |  |
| 606 | RESERVED |  |  |

## 700 Packing

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 701 | Determine cartons, protective material, and dunnage used in shipping. |   |   |
| 702 | Follow proper packing procedures. |   |   |
| 703 | RESERVED |   |   |
| 704 | Perform packaging documentation and labeling. |   |   |
| 705 | RESERVED |  |  |
| 706 | RESERVED |  |  |
| 707 | Identify pallet designs and execute stacking patterns. |  |  |
| 708 | Palletize caseloads and secure in trailer. |  |  |
| 709 | Use units of measure. |  |  |
| 710 | RESERVED |  |  |
| 711 | Use tables of weights and measurements. |  |  |
| 712 | Weigh and record items using a scale. |  |  |
| 713 | Discuss value added services. |  |  |

## 800 Shipping and Transportation

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 801 | Identify terms used in routing and shipping. |   |   |
| 802 | Complete shipments for small package carriers. |   |   |
| 803 | Prepare a bill of lading. |   |   |
| 804 | Use transportation documents. |  |  |
| 805 | Determine types of loads and complete cargo securement. |  |  |
| 806 | RESERVED |  |  |
| 807 | Use terms and follow procedures used for global shipping. |  |  |
| 808 | Identify modes of transportation. |  |  |
| 809 | RESERVED |  |  |
| 810 | RESERVED |  |  |
| 811 | Follow procedures for shipments of hazardous materials. |  |  |

## 900 Material Handling Equipment

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| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 901 | Use manual warehouse equipment. |   |   |
| 902 | RESERVED |   |   |
| 903 | Use the various types of powered industrial trucks. |   |   |
| 904 | Complete pre-trip safety inspections. |  |  |
| 905 | RESERVED |  |  |
| 906 | Demonstrate performance on powered industrial trucks. |  |  |
| 907 | Use forklift attachments. |  |  |
| 908 | Refuel or recharge forklifts. |  |  |
| 909 | Use conveyor systems and overhead material handling equipment. |  |  |
| 910 | RESERVED |  |  |
| 911 | Explain automated materials handling equipment. |  |  |
| 912 | Examine various types of docks and dock equipment. |  |  |

## 1000 Industry Trends and Technology

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| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 1001 | Utilize technology to facilitate operations. |   |   |
| 1002 | RESERVED |   |   |
| 1003 | RESERVED |   |   |
| 1004 | Explain the importance of globalization on the supply chain. |  |  |
| 1005 | Explain current trends in the supply chain field. |  |  |
| 1006 | Analyze the characteristics of e-commerce. |  |  |
| 1007 | Explain sustainability in the supply chain. |  |  |

## 1100 Logistics and Supply Chain Management

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| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 1101 | Identify components of the supply chain and their relationship. |   |   |
| 1102 | RESERVED |   |   |
| 1103 | Identify purposes of third-party logistics (3PL) providers. |   |   |
| 1104 | Use common logistics terminology. |  |  |
| 1105 | Use various facility layouts and designs. |  |  |
| 1106 | RESERVED |  |  |

## 1200 Reserved

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| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 1201 | RESERVED |   |   |
| 1202 | RESERVED |   |   |
| 1203 | RESERVED |   |   |
| 1204 | RESERVED |  |  |
| 1205 | RESERVED |  |  |
| 1206 | RESERVED |  |  |
| 1207 | RESERVED |  |  |
| 1208 | RESERVED |  |  |

## 1300 Economics

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 1301 | Explain the principles of supply and demand. |   |   |
| 1302 | Make business decisions. |   |   |
| 1303 | Identify factors affecting a business's profit. |   |   |
| 1304 | RESERVED |  |  |
| 1305 | Explain the concept of productivity. |  |  |
| 1306 | Explain the nature of global trade. |  |  |
| 1307 | Explain the 4 Ps of marketing. |  |  |

## 1400 Management

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 1401 | Explain the role of management. |   |   |
| 1402 | Describe quality assurance measures. |   |   |
| 1403 | Explain the nature of leadership in organizations. |   |   |
| 1404 | Explain the nature of management and supervisory training. |  |  |
| 1405 | Explain the nature of environmental regulations. |  |  |
| 1406 | RESERVED |  |  |
| 1407 | Plan and organize the work efforts of others. |  |  |
| 1408 | Measure worker performance. |  |  |

1 Student Demonstrated Entry-Level Industry Proficiency as Indicated by (X)

Secondary CTE Instructor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_