



Manufacturing

Pathway: Logistics & Inventory Control

Code	Topic	Course	Knowledge and Skill	Performance Element	Measurement Criteria
MNPE01.01	Communicating Business Requirements	#6: Workplace Communications	Communicate with co-workers and/or external customers to ensure production meets business requirements.	Use speaking and presentation skills to effectively communicate safety, training, and job-specific needs.	Use communication sufficient to ensure that safety issues are understood and safety practices being used.
					Discuss and resolve on-the-job issues and concerns quickly.
					Identify current and future training issues in a timely way.
					Verify that communication shows knowledge of both customer and business needs.
					Be clear and relevant with communications related to safety, training, and job-specific needs.
					Communicate in a timely and accurate manner to the correct parties.
					Evaluate, track, and report back safety, training, and job-specific issues to original communicator.
				Track and document communications related to safety, training, and job-specific needs.	
				Be timely and accurate in communicating material specifications and delivery schedules.	Make sure that communication reflects knowledge of material specifications.
					Communicate delivery schedules clearly.
					Make sure that communication shows knowledge of both customer and business needs.
					Make sure that communication is clear and relevant to material and delivery issues.
					Communicate in a timely and accurate manner to the correct parties.
					Evaluate, track, and report back material and delivery issues to original communicator.
Track and document material specifications and delivery schedules.					



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			(CONTINUED)	Communicate production requirements and product specifications.	<p>Make sure that communication reflects knowledge of production requirements, levels, and product specifications.</p> <p>Initiate communication cross-functionally as required to meet production requirements, product specifications, or other customer or business needs.</p> <p>Notify all parties of production issues and problems in a timely way.</p> <p>Make sure that communication shows knowledge of both customer and business needs.</p> <p>Make sure that communication to production and products is clear and relevant.</p> <p>Evaluate, track, and report production and product issues back to original communicator.</p> <p>Track and document communications related to production requirements and product specifications as appropriate.</p>
MNPE02.01	Shipping and Receiving	#7: Logistics	Ship and receive products and materials.	Check accuracy of order.	<p>Document product count accurately.</p> <p>Verify that product matches the purchase order and description.</p> <p>Verify that documentation is accurate as to count and product.</p> <p>Review order to ensure that contract terms and conditions are met.</p> <p>Use company procedures to report information to correct parties.</p> <p>Verify that health, safety, environmental, and government regulations are met.</p>



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			(CONTINUED)	Package and unpackage materials and products.	Check container to verify that packing meets regulatory requirements.
					Check container to verify that packing has proper labeling and meets shipping and safety regulations.
					Store or dispose of packaging materials properly.
					Verify that contents of packages match receiving tickets.
					Verify that bill of lading matches items shipped.
					Use packaging and unpacking methods that keep returns and claims for damaged and improperly packaged goods to a minimum.
					Verify that outgoing labels have all relevant information.
					Check incoming labels to ensure that they meet all requirements.
				Load and unload materials and products.	Use proper equipment and techniques safely.
					Store materials correctly in a proper location.
					Verify that correct carrier and method is used for shipment.
					Verify that product arrives at appropriate destination.
					Load or unload product safely and according to government regulations.
					Check containers to ensure that damage to or contamination of materials is minimal.



Code	Topic	Course	Knowledge and Skill	Performance Element	Measurement Criteria
			(CONTINUED)	Schedule transportation of products and materials to meet customer needs.	Verify that appropriate carrier or method is used to ship product. Make sure that product is shipped on time. Verify that health, safety, environmental, and government regulations are met. Verify that no customer complaints are received about late partial shipments or damaged goods. Select the most cost-effective method to ship products.
MNPE03.01	Safety	#3: Employment in Manufacturing Occupations #5: Safety in the Workplace	Maintain a safe and productive workplace.	Follow local, federal and company regulations to perform environmental and safety inspections. Participate in emergency response teams to perform emergency drills.	Identify, report and monitor potential hazards in the workplace. Take corrective action to correct potential hazards. Review health, safety, and environmental documentation and policies thoroughly and regularly. Ensure that inspections meet all relevant, health, safety, and environmental laws and regulations. Complete inspections according to company schedule and procedures. Document inspection records and store them correctly. Confirm that first aid training and certification on emergency and first aid procedures are complete and up-to-date. Comply with company and regulatory policies and procedures to respond to emergencies. Promptly document emergency drills and incidents according to company and regulatory procedures.



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			(CONTINUED)	Identify unsafe conditions and take corrective action.	Identify, report, and document conditions presenting a threat to health, safety, and the environment. Identify corrective actions. Consult appropriate parties about corrective actions and promptly take corrective actions following company procedures. Track and report ongoing safety concerns until corrective action is taken.
				Provide safety orientation to train other employees in safe practices and emergency procedures.	Verify that all topics and procedures are covered in orientation to facilitate employee safety. Observe orientation to ensure that it makes clear the need and processes for employees to raise safety concerns, ask questions, and receive additional training. Use company requirements to document orientation. Verify that orientation meets all relevant laws, policies, and regulations. Deliver safety instruction and updates on a regular schedule.
MNPE04.01	Inventory	#8: Inventory Management	Manage inventory to meet production requirements.	Use a plan to monitor location of materials during production process.	Verify that materials are accessible to workstations. Check that cycle counts for raw and finished goods meet established standards. Rotate raw materials and stock to minimize old and outdated inventory. Verify that materials move across the floor in an efficient and cost-effective way. Implement monitoring activities to prevent disruption of production flow. Distribute plan to correct parties in a timely way.



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			(CONTINUED)	Monitor placement of station materials to ensure production flow.	Check that materials and quantities needed for production are correctly placed. Verify that orders from production are being filled in a timely way. Make raw materials accessible to workstations. Rotate raw material stock to minimize old and outdated inventory. Prevent materials damage by avoiding improper stationing or transport. Identify defective materials. Take appropriate action when defective materials are identified.
				Prepare documents that detail materials movement and inventory count.	Verify that production orders are accurate. Use the correct format to generate accurate reports for material movement and inventory count. Produce reports in a timely fashion and distribute them properly. Take accurate inventory.
				Establish lot sizes and reorder points to meet production requirements.	Check that production efficiencies are maintained. Keep obsolete finished products to minimum. Use re-order points to minimize back-orders. Check that proper storage levels are maintained. Keep order lead-time requirements reasonable. Maintain inventory levels to minimize inventory value. Maintain inventory of raw material and finished goods to meet customer demands.



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			(CONTINUED)	Conduct the on-site inventory to ensure productivity, safety, accuracy, and teamwork.	Take inventory to ensure minimum interference to production within required timeframe.
					Make sure that inventory corrections are accurate and kept to a minimum.
					Carry out inventory activities safely.
					Keep inventory movement to a minimum during inventory count.
					Maintain the proper level of cooperation while conducting inventory.
					Use correct unit of measure to record inventory results.
					Follow asset protection and business control procedures.
				Report discrepancies in inventory audit.	Use a proper formant to present inventory audit.
					Distribute audit reports in a timely way to the proper parties.
					Communicate all inaccuracies to proper parties.
				Find causes of discrepancies in inventory audit.	Make sure that investigations into inventory inaccuracies are complete, timely, and include indication of root cause.
					Maintain collaborative and supportive interactions between material handlers and inventory control.
					Follow company policy in the event of inventory shortage.
					Report inaccuracies to the proper parties.



Code	Topic	Course	Knowledge and Skill	Performance Element	Measurement Criteria
			(CONTINUED)	Change logistics processes and update inventory to respond to engineering changes.	Follow company procedures when making change notices. Provide documentation of change notices and their implementation. Communicate change notices clearly to proper parties. Complete follow-up on paperwork properly. Make sure that documentation approving the logistics change is in hand prior to implementation. Review storage and retrieval systems to determine if upgrades and replacement are warranted.

Additional Recommended
 CTE/Degree Major Course:
 #4: Applications in Manufacturing
 Technology