# Competency Task List – Secondary Component

# Logistics, Materials & Supply Chain Management CIP 52.0203

# High School Graduation Years 2023, 2024, 2025

## 100 Safety and Ergonomics

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

## 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. |   |   |
|  | RESERVED (203) |   |   |
|  | RESERVED (204) |   |   |
| 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 | Calculate inventory shrinkage and investigate root cause. |   |   |
| 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. |  |  |
|  | RESERVED (305) |  |  |

## 400 Receiving

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| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 401 | Perform the receiving process. |  |   |
| 402 | Perform the unloading process.  |  |   |
|  | RESERVED (403) |  |  |
| 404 | Check inbound merchandise. |  |  |
|  | RESERVED (405) |  |  |
| 406 | Update merchandise records with received products. |  |  |
| 407 | Process refused and damaged shipments. |  |  |

## 500 Storage and Put-away

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| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
|  | RESERVED (501) |   |   |
| 502 | Perform replenishment operations to primary and secondary locations. |   |   |
|  | RESERVED (503) |  |  |
| 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. |  |  |
|  | RESERVED (606) |  |  |

## 700 Packing

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

## 800 Shipping and Transportation

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| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 801 | Use routing and shipping terminology. |   |   |
| 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. |  |  |
|  | RESERVED (806) |  |  |
| 807 | Use terms and follow procedures used for global shipping. |  |  |
| 808 | Select modes of transportation. |  |  |
|  | RESERVED (809) |  |  |
|  | RESERVED (810) |  |  |
| 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. |   |   |
|  | RESERVED (902) |   |   |
| 903 | Use powered equipment. |   |   |
| 904 | Complete pre-trip safety inspections. |  |  |
|  | RESERVED (905) |  |  |
| 906 | Use powered industrial trucks. |  |  |
| 907 | Use forklift attachments. |  |  |
| 908 | Refuel or recharge forklifts. |  |  |
| 909 | Use conveyor systems and overhead material handling equipment. |  |  |
|  | RESERVED (910) |  |  |
| 911 | Use automated materials handling equipment. |  |  |
| 912 | Identify types of docks and use 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. |   |   |
|  | RESERVED (1002) |   |   |
|  | RESERVED (1003) |   |   |
| 1004 | Investigate and discuss the importance of globalization on the supply chain. |  |  |
| 1005 | Investigate and discuss current trends in the supply chain field. |  |  |
| 1006 | Analyze the characteristics and impact of e-commerce. |  |  |
| 1007 | Research and discuss 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. |   |   |
|  | RESERVED (1102) |   |   |
| 1103 | Identify purposes of third-party logistics (3PL) providers. |   |   |
| 1104 | Use common logistics terminology. |  |  |
| 1105 | Use various facility layouts and designs. |  |  |
|  | RESERVED (1106) |  |  |

## 1200 Reserved

## 1300 Economics and Marketing

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

## 1400 Management

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| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 1401 | Determine the role of management. |   |   |
| 1402 | Apply quality assurance measures. |   |   |
| 1403 | Determine the leadership chain in organizations. |   |   |
| 1404 | Determine management and supervisory training opportunities. |  |  |
| 1405 | Research environmental regulations. |  |  |
|  | RESERVED (1406) |  |  |
| 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[PA In-Demand Occupations List (PA IDOL)](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.workstats.dli.pa.gov%2FProducts%2FIDOL%2FPages%2Fdefault.aspx&data=04%7C01%7Celw12%40psu.edu%7C465d2f58a43f45631dac08d9e0349a4c%7C7cf48d453ddb4389a9c1c115526eb52e%7C0%7C0%7C637787338795980555%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=yZW%2BaPOFwIBGxV3Jk72%2BGXlAbGWgkjCVKy%2FQtYol1F0%3D&reserved=0)

[Industry-Recognized Credential Resource Guide](https://www.education.pa.gov/K-12/Career%20and%20Technical%20Education/Resources/Teacher%20Resources/IndustryRecognized/Pages/default.aspx)