

Parts and Warehousing Person 1 Current

CERTIFICATE OF QUALIFICATION EXAM BREAKDOWN

The following table shows the number of questions per General Area of Competency (GAC) and Competency on the *Parts and Warehousing Person 1 Current Certificate of Qualification Exam*.

Number of questions on each exam: 75

Certificate of Qualification GAC/Competency	#
A. OVERVIEW OF WAREHOUSE OPERATIONS	14
A1. Describe ethical behavior in a warehouse environment	2
A2. Describe the human rights statutes in British Columbia	4
A3. Describe basic warehouse terminology and operations	4
A4. Describe warehouse skill requirements	2
A5. Describe warehouse technology	1
A6. Describe the relationship of the warehouse to other divisions within an enterprise	1
B. COMMUNICATIONS AND COMPREHENSION SKILLS	10
B1. Describe effective verbal communication skills	3
B2. Describe basic written communication skills	3
B3. Utilize various warehouse calculations	4
C. WAREHOUSE SAFETY SKILLS	18
C1. Define basic First Aid	2
C2. Describe a safe work environment	2
C3. Describe regulations and procedures for the transporting of dangerous goods	2
C4. Review WHMIS	2
C5. Describe safe lifting, carrying and repetitive strain injury control prevention	3
C6. Define applicable environmental protection for the recycling of waste materials	3
C7. Describe fire and emergency response procedures	1
C8. Describe the components of a safety meeting	3
D. BASIC MATERIALS HANDLING OPERATIONS AND PROCEDURES	20
D1. Describe receiving and related documentation	2
D2. Analyze the distribution/stocking of incoming materials	2
D3. Describe material storage	3

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D4. Describe filling orders from stock	3
D5. Describe the allocation of products	1
D6. Describe packaging for the transportation of goods	4
D7. Describe correct stock maintenance	2
D8. Describe processing returned items	3
E. MATERIALS HANDLING AND PACKAGING EQUIPMENT	10
E1. Describe appropriate small tools for package handling	2
E2. Describe manual handling equipment	1
E3. Describe forklift truck operation and safety	3
E4. Describe narrow aisle forklift truck operation and safety	2
E5. Describe the safe operation of cranes and required rigging procedures	2
F. INFORMATION TECHNOLOGY IN WAREHOUSING	3
F1. Describe information technology for warehousing	1
F2. Describe ethical use of work computers	2
Total:	75