



Defence Awarding
Organisation

Qualification Handbook

DAO L4 Diploma in Supply Chain and
Logistics Management

QN: 603/0694/4

The Qualification

Overall Objective for the Qualifications

This handbook relates to the following qualification:

- Level 4 Diploma in Supply Chain and Logistics Management

This Level 4 Diploma provides the standards that must be achieved by individuals that are working within the Armed Forces.

Pre-entry Requirements

Learners who are taking this qualification will need to be working in the role of a Specialist Communicator.

Unit Content and Rules of Combination

This qualification is made up of a total of 9 mandatory units. To be awarded this qualification the candidate must achieve a total of 90 credits as shown in the table below.

Unit Reference Number	Unit Title	GLH	TQT	QCF Level	Credit Value
R/615/3222	Identify Health and Safety Measures	45	45	4	5
Y/615/3223	Set up a logistics Engineering Park	235	235	4	24
D/615/3224	Move Engineers and Logistics Materiel/Material	48	48	4	5
H/615/3225	Acquire Engineering Materiel/Material	90	90	4	9
K/615/3226	Receive Engineer materiel/material	90	90	4	9
M/615/3227	Process Engineer materiel/material Accounts	120	120	4	12
T/615/3228	Issue/return Engineer materiel/material	90	90	4	9
A/615/3229	Safeguard Engineer materiel/material	38	38	4	4
M/615/3230	Use Logistic Information System (IS) and communications	124	124	4	13

Age Restriction

This qualification is available to learners aged 18 years and over.

Opportunities for Progression

This qualification creates a number of opportunities for progression through promotion and trade advancement.

Exemption

No exemptions have been identified.

Qualification Units

URN:	R/615/3222
Title:	Identify Health and Safety Measures
Level:	4
Credit value:	5
GLH	45
TQT	45
Learning outcomes	Assessment criteria
<i>The learner will:</i>	<i>The learner can:</i>
1. Understand the importance of health and safety in a logistics environment	1.1 Demonstrate the use of the required PPE for the task being completed within the working environments 1.2 Explain the different types of PPE and there uses 1.3 Explain the importance of maintaining PPE
2. Understand the responsibilities for maintaining and working to a Safe System of Work (SSW)	2.1 Identify the types of risks present in a logistics environment 2.2 Analyse the Exercise Action and Safety Plan 2.3 Adhere to the measures in place as per the Exercise Action and Safety Plan
3. Understand the Safety Health, Environment & Fire (SHEF) orders	3.1 Identify exercise area SHEF orders 3.2 Explain the requirements for exercise area SHEF orders 3.3 Adhere with exercise area SHEF orders
4. Understand and Comply with organisational and current legislation for accident/incident plan	4.1 Identify exercise accident/incident plan 4.2 Explain the requirement for an exercise accident/incident plan 4.3 Adhere to the exercise accident/incident plan
Additional information about the unit	
Unit purpose and aim(s)	

Unit expiry date	2 Years
Details of the relationship between the unit and relevant National Occupational Standards or other professional standards or curricula (if appropriate)	
Assessment requirements specified by a sector or regulatory body (if appropriate)	
Name of the organisation submitting the unit	Defence Awarding Organisation
Availability for use	Restricted

URN:	Y/615/3223
Title:	Set up a logistics Engineering Park
Level:	4
Credit value:	24
GLH	235
TQT	235
Learning outcomes	Assessment criteria
<i>The learner will:</i>	<i>The learner can:</i>
1. Will be able to comply with regulations governing the handling, storage and movement of engineer materiel/material	<p>1.1 Identify Non-Hazardous items/goods</p> <ul style="list-style-type: none"> • Explain a stock maintenance plan • Check locations for correct identification • Check locations for correct shelf life • Check locations for security/serviceability/packaging • Ensure stock locations are clean • Identify bin replenishments, re-sitting, re-packing, re-stacking • Check locations for correct storage regulations <p>1.2 Identify Hazardous items/goods</p> <ul style="list-style-type: none"> • Explain a stock maintenance plan • Check locations for correct identification • Check locations for correct shelf life • Check locations for security/serviceability/packaging • Ensure stock locations are clean • Identify bin replenishments, re-sitting, re-packing, re-stacking • Check locations for correct storage regulations <p>Explain the importance of COSHH and how to identify materials with the correct signage.</p>
2. Be able to plan and layout an Engineer Logistics park	<p>2.1 analyse detailed locations within the plan</p> <p>2.2 Identify semi bulk locations within the plan</p> <p>2.3 Identify bulk locations within the plan</p>

	<p>2.4 Identify suspense location within the plan</p> <p>2.5 Identify returned materiel/material locations within the plan</p> <p>2.6 Produce configuration location</p> <p>2.7 Produce traffic circuit</p> <p>2.8 List accommodation/working area requirements</p> <ul style="list-style-type: none"> • Control points • Administration area • Working/office area • Ablution area • Deployable Engineer Workshop/Engineer workshop area • Vehicle parking area <p>2.9 List transport considerations</p> <ul style="list-style-type: none"> • Mechanised Handling Equipment (MEH) requirements • Rough Terrain Container/Cargo Handler (RTCH) requirements • Crane requirements <p>Enhanced Palletised Load System (EPLS) requirements</p>
Additional information about the unit	
Unit purpose and aim(s)	
Unit expiry date	2 Years
Details of the relationship between the unit and relevant National Occupational Standards or other professional standards or curricula (if appropriate)	
Assessment requirements specified by a sector or regulatory body (if appropriate)	
Name of the organisation submitting the unit	Defence Awarding Organisation
Availability for use	Restricted

URN:	D/615/3224
Title:	Move Engineers and Logistics Materiel/Material
Level:	4
Credit value:	5
GLH	48
TQT	48
Learning outcomes	Assessment criteria
<i>The learner will:</i>	<i>The learner can:</i>
1. Be able to understand how to use 2nd & 3rd line support agencies to move Engineer Materiel/material	1.1 Complete current transport request form 1.2 Explain the movement of material by road 1.3 Explain the movement of material by rail 1.4 Explain the movement of material by air 1.5 Explain the movement of material by sea 1.6 Explain the movement of material by container 1.7 Describe the transport requirements of class 2 material 1.8 Manage freight movement records
2. Be able to move Engineer Materiel/material using MHE	2.1 Explain (MHE) Material handling equipment <ul style="list-style-type: none"> • Identify the MHE available 2.2 Explain the lifting capacity of the current in-service (RTFL) Rough Terrain Fork Lift 2.3 Complete a C vehicle log book
Additional information about the unit	
Unit purpose and aim(s)	
Unit expiry date	2 Years
Details of the relationship between the unit and relevant National Occupational Standards or other professional standards or curricula (if appropriate)	

Assessment requirements specified by a sector or regulatory body (if appropriate)	
Name of the organisation submitting the unit	Defence Awarding Organisation
Availability for use	Restricted

URN:	H/615/3225
Title:	Acquire Engineering Materiel/Material
Level:	4
Credit value:	9
GLH	90
TQT	90
Learning outcomes	Assessment criteria
<i>The learner will:</i>	<i>The learner can:</i>
1. Be able to understand and interpret stores lists by extracting relevant information i.e. materiel description, quantity	1.1 Identify a codified materiel request 1.2 Identify a non-codified materiel request 1.3 Create a pseudo Nato Stock Number (NSN)register 1.4 Identify non-codified item cost per Uofl (Unit of Issue) 1.5 Describe the naming of artisan materiel non UK 1.6 Explain Infrastructure project overview 1.7 Explain the definition stage of acquiring material 1.8 Explain the assessment stage. 1.9 Explain the preparation stage 1.10 Explain the implementation stage 1.11 Explain the project closure 1.12 Explain the project risk 1.13 Explain the scheduling requirements 1.14 Explain the cost control 1.15 Explain the quality control 1.16 Explain the change control In compliance with current legislation JSP 886 The Defence Logistics Support Chain Manual. As an individual and/or as a member of a team
2. Be able to identify	2.1 Explain the advantages and disadvantages of paper based,

<p>Engineer materiel/material and source of supply</p>	<p>electronic catalogues, publications and In - service Information sources</p> <p>2.2 Identify Engineer Materiel/material to meet the capability within the timeline</p> <ul style="list-style-type: none"> • Explain drawings, designs and Outline Works Programmes • Identify Engineer military equipments and materials. • Identify specialist equipment and materials applicable to their unit • Identify artisan equipments and materials <p>Artisan construction materials and Engineer produced drawings, designs & Outline Works</p>	
<p>3. Be able to acquire Engineer materiel/material from outside the Defence Supply Chain</p>	<p>3.1 Identify when to apply for local manufactured materials</p> <ul style="list-style-type: none"> • Local RE workshop • Local Military workshop • Local Civilian workshop 	<p>Suitable in-service Eng Log Information Systems</p>
<p>4. Be able to complete demand documentation</p>	<p>4.1 Complete Unit of Issue (UofI).</p> <p>4.2 Complete NSN</p> <p>4.3 Complete Accounting Class of equip for Consumables (C), Limited (L), Permanent (P).</p>	<p>Use MJDI Application System</p> <p>SEESUPS2 (Combat Supplies)</p> <p>When to use the Standard Priority System (SPS) and Joint Supply Chain (JSC)</p>
<p>5. Be able to maintain demands</p>	<p>5.1 Comprehend demand feedback</p> <p>5.2 Comprehend maintaining demand</p> <p>5.3 Comprehend demand cancellation</p>	<p>Including the LAND (Loan Pools) which include clothing (operational and ceremonial), general stores, weapons and other equipment</p>
<p>Additional information about the unit</p>		
<p>Unit purpose and aim(s)</p>		
<p>Unit expiry date</p>	<p>2 Years</p>	
<p>Details of the relationship between the unit and relevant National Occupational Standards or other professional standards or curricula (if appropriate)</p>		

Assessment requirements specified by a sector or regulatory body (if appropriate)	
Name of the organisation submitting the unit	Defence Awarding Organisation
Availability for use	Restricted

URN:	K/615/3226
Title:	Receive Engineer materiel/material
Level:	4
Credit value:	9
GLH	90
TQT	90
Learning outcomes	Assessment criteria
<i>The learner will:</i>	<i>The learner can:</i>
1. Be able to recognise RE materiel/material	1.1 Identify artisan construction materials 1.2 Analyse engineer produced drawings, designs & outline works
2. Be able to conduct Initial Receipt Check	2.1 Check Unit of Issue (UofI) 2.2 Check NSN 2.3 Check Issue reference 2.4 Check Serial number 2.5 Check Quantity 2.6 Check Accounting Classification 2.7 Check any special instructions 2.8 Check Hazardous materials
3. Be able to use published documents	3.1 Use Army Equipment Support Publications (AESPs) 3.2 Use Army General Administrative Instruction (AGAs) 3.3 Use LANDSOs 3.4 Use ELGNs 3.5 Use ME Vol 23
4. Be able to use Eng LogIS	4.1 Use Management of the Joint Deployed Inventory (MJDI) 4.2 Use OLIVER 4.3 Use Stores System 3 4.4 Use Management of Materiel in Transit (MMiT) 4.5 Use SEESUPS
5. Be able to apply quality and control measures	5.1 Check equipment documentation/records 5.2 Check equipment serviceability

	<p>5.3 Check equipment and quantity</p> <p>5.4 Check equipment schedule</p> <p>5.5 Complete current discrepancy documentation</p> <p>5.6 Comprehend discrepancy registers</p>
6. Be able to inspect Engineer materiel/material for serviceability	<p>6.1 Carry out static checks</p> <ul style="list-style-type: none"> • Check all accessories are present • Check safety data sheets are present if appropriate • Check visually for damage and security of parts i.e. tightness of nuts and bolts • Check for any water or oil leaks <p>6.2 Carry out functional test if appropriate i.e. electrical tools or appliances</p>
7. Be able to organise Engineer materiel/material into temporary storage location	<p>7.1 Complete suspense registers</p> <p>7.2 Complete voucher annotations</p> <p>7.3 Complete equipment location movement document/records</p>
8. Be able to manage Engineer materiel/material upon receipt	<p>8.1 Explain suspense area.</p> <p>8.2 Classify percentage checks</p> <p>8.3 Describe detail, bulk and semi bulk locations</p>
Additional information about the unit	
Unit purpose and aim(s)	
Unit expiry date	2 Years
Details of the relationship between the unit and relevant National Occupational Standards or other professional standards or curricula (if appropriate)	
Assessment requirements specified by a sector or regulatory body (if appropriate)	
Name of the organisation submitting the unit	Defence Awarding Organisation
Availability for use	Restricted

URN:	M/615/3227
Title:	Process Engineer materiel/material Accounts
Level:	4
Credit value:	12
GLH	120
TQT	120
Learning outcomes	Assessment criteria
<i>The learner will:</i>	<i>The learner can:</i>
1. Be able to conduct account transactions	1.1 Demonstrate the use of the MJDI 1.2 Demonstrate the use of other Engineers Logistics Information Systems
2. Be able to conduct account adjustments and financial recoveries	2.1 Maintain earmarks, loans and disposals 2.2 Enter account adjustments
3. Be able to Conduct account assurance	3.1 Record stocktaking activity 3.2 Assist with audits of stocktaking
4. Be able to operate stock locator system	4.1 Carry out stock locator system procedures <ul style="list-style-type: none"> • Set up site stock locator system • Apply stock locator system procedures • Maintain earmarks, loans and disposals 4.2 Interpret stock locator matrix <ul style="list-style-type: none"> • Identify detail, bulk and semi bulk locations • Identify internal storage solutions c. Identify external storage solutions
Additional information about the unit	
Unit purpose and aim(s)	
Unit expiry date	2 Years
Details of the relationship between the unit and relevant National Occupational Standards or other professional standards or curricula (if appropriate)	
Assessment requirements specified by a sector or regulatory body (if	

appropriate)	
Name of the organisation submitting the unit	Defence Awarding Organisation
Availability for use	Restricted

URN:	T/615/3228
Title:	Issue/return Engineer materiel/material
Level:	4
Credit value:	9
GLH	90
TQT	90
Learning outcomes	Assessment criteria
<i>The learner will:</i>	<i>The learner can:</i>
1. Be able to understand account transactions	1.1 Describe the MJDI system 1.2 Describe other Eng Log IS
2. Be able to conduct account adjustments and financial recoveries	2.1 Explain account adjustments
3. Be able to recover Engineer equipment	3.1 Complete current equipment return request documentation 3.2 Explain required by depot documentation 3.3 Explain not required by depot documentation 3.4 Explain return of repairable items 3.5 Explain contracted disposal agencies 3.6 Use current return registers 3.7 Interpret management information reports 3.8 Complete current equipment casualty documentation
4. Be able to operates stock locator system	4.2 Interprets stock locator matrix <ul style="list-style-type: none"> • Recognise detail, bulk and semi bulk locations • Recognise internal storage solutions Recognise external storage solutions
5. Be able to issue/return loan pool equipment's	5.1 Complete paperwork for Issue/return loan pool equipment <ul style="list-style-type: none"> • Complete Unit of Issue (UofI) • Complete NSN Complete Accounting Class of equip for Consumables (C), Limited (L), Permanent (P)
6. Be able to issue/return Engineer Military & artisan materials / equipment	6.1 Complete paperwork for Issue/return Engineer Military & artisan materials / equipment
Additional information about the unit	
Unit purpose and aim(s)	

Unit expiry date	2 Years
Details of the relationship between the unit and relevant National Occupational Standards or other professional standards or curricula (if appropriate)	
Assessment requirements specified by a sector or regulatory body (if appropriate)	
Name of the organisation submitting the unit	Defence Awarding Organisation
Availability for use	Restricted

URN:	A/615/3229
Title:	Safeguard Engineer materiel/material
Level:	4
Credit value:	4
GLH	38
TQT	38
Learning outcomes	Assessment criteria
<i>The learner will:</i>	<i>The learner can:</i>
1. Be able to conduct maintenance of Engineer materiel/material including equipment records	1.1 Complete current maintenance forecast documentation 1.2 Explain equipment care routine 1.3 Describe equipment record documentation 1.4 Interpret equipment care inspections 1.5 Interpret engineer logistics inspections
Additional information about the unit	
Unit purpose and aim(s)	
Unit expiry date	2 Years
Details of the relationship between the unit and relevant National Occupational Standards or other professional standards or curricula (if appropriate)	
Location of the unit within the subject/sector classification system	
Name of the organisation submitting the unit	Defence Awarding Organisation
Availability for use	Restricted

URN:	M/615/3230
Title:	Use Logistic Information System (IS) and communications
Level:	4
Credit value:	13
GLH	124
TQT	124
Learning outcomes	Assessment criteria
<i>The learner will:</i>	<i>The learner can:</i>
1. Be able to understand the Logistic Information System (LogIS)	1.1 Explain the MJDI scale override factors 1.2 Explain MJDI in-stocking 1.3 Explain MJDI out-stocking 1.4 Explain re-order level 1.5 Explain lead times 1.6 Explain a maintenance period 1.7 Explain forecasting 1.8 Describe MJDI soft copy alerts 1.9 Describe action of soft copy alerts 1.10 Explain hard copy outputs 1.11 Recognise document retention periods 1.12 Explain the processing outputs 1.13 Explain archiving account records 1.14 Recognise current consignment tracking systems 1.15 Explain a pseudo NSN (NATO Stock Numbers)management on LogIS 1.16 Conduct account set-up 1.17 Conduct item maintenance 1.18 Conduct site maintenance 1.19 Conduct location maintenance 1.20 Conduct receipt 1.21 Conduct certificate receipt 1.22 Conduct issue 1.23 Conduct certificate issue 1.24 Maintain dues 1.25 Conduct account maintenance

	<p>1.26 Conduct stock reports</p> <p>1.27 Conduct back ups</p> <p>1.28 Conduct account restores</p>
2. Describe how to use Communications systems	<p>2.1 Explain in service Logis</p> <p>2.2 Explain Logis communication networks</p> <p>2.3 Explain Field Service Packs</p> <p>2.4 Explain Concentrator Service Packs</p> <p>2.5 Execute construction of Field Service Pack</p> <p>2.6 Explain SEESUPS 2 communications network</p> <p>Logistic Information System (LogIS)</p>
Additional information about the unit	
Unit purpose and aim(s)	
Unit expiry date	2 Years
Details of the relationship between the unit and relevant National Occupational Standards or other professional standards or curricula (if appropriate)	
Assessment requirements specified by a sector or regulatory body (if appropriate)	
Name of the organisation submitting the unit	Defence Awarding Organisation
Availability for use	Restricted