

ASTGEN4

Control the use of resources



Overview

This standard is about making sure you have enough tools, equipment and materials for current and anticipated work, and that these resources are used properly. It involves monitoring, ordering and storing resources as well as ensuring their safe and efficient use.

You must be able to deal with the typical tools, equipment and materials that you use in your job. Correct usage and storage are very important, particularly where legislation is concerned (e.g. COSHH). You should also know the correct procedures for disposing of waste, especially where this might be contaminated.

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Performance criteria

Maintain resource levels

- You must be able to:*
- P1 accurately monitor **resource** levels at appropriate intervals
 - P2 correctly identify the type and amount of resources you need to order to enable you to carry out your job
 - P3 follow approved procedures for ordering resources
 - P4 correctly identify any discrepancies between orders placed and resources received
 - P5 take appropriate action to deal with any discrepancies you identify
 - P6 handle and store resources in accordance with their nature and characteristics
 - P7 store resources securely
 - P8 follow approved stock rotation practices
 - P9 keep accurate records of resources issued from storage

Use resources effectively

- You must be able to:*
- P10 have the necessary authority to use the **resources** that are needed for you to do your work
 - P11 use resources for their approved purposes only
 - P12 minimise wastage of resources
 - P13 prepare and use resources in accordance with health and safety requirements and the requirements of your organisation
 - P14 carry out routine maintenance of tools and equipment in accordance with manufacturers' instructions
 - P15 dispose of unwanted resources correctly
 - P16 return unused and reusable resources to the right place(s) promptly

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Knowledge and understanding

You need to know and understand:

Maintain resource levels

- K1 how to monitor resource levels, the importance of monitoring them and when it is appropriate to monitor them
- K2 the purpose for which different types of resources are needed within your job role and what to take into account when calculating the amounts that need to be ordered
- K3 the approved procedures for ordering resources, and why it is important that these are followed
- K4 types of discrepancies that might occur between resources received and orders placed, and how such discrepancies should be dealt with
- K5 how the nature and characteristics of different types of resources affect the way in which they are handled and stored
- K6 why it is important that resources should be handled and stored correctly
- K7 how to handle resources correctly and how to store them securely and correctly
- K8 what the approved stock rotation practices are, and the importance of keeping to these practices
- K9 why it is important to keep accurate records of resources issued, and how the records should be kept

Use resources effectively

You need to know and understand:

- K10 how the effective use of resources can benefit the organisation as a whole
- K11 which resources require authorisation for use, and the consequences of using them without authorisation
- K12 the purpose for which different resources are used
- K13 how to minimise wastage, and why it is important to minimise wastage
- K14 what the relevant health and safety and organisational requirements are regarding the preparation and use of resources, and the consequences of failing to comply with these requirements
- K15 the benefits of routine maintenance of tools and resources, and where to get manufacturers' maintenance instructions from
- K16 how and where unwanted resources should be disposed of
- K17 why it is important to return unused and reusable resources to the right place, and where these places are

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Additional Information

Scope/range

Maintain resource levels

1. **resources:** tools; equipment; materials

Use resources effectively

2. **resources:** tools; equipment; materials

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