

ASTPC307

Co-ordinate provision of supplies for maintenance and caretaking



Overview

This unit is designed to assess the Property and Caretaking Supervisor's competence in the efficient and effective co-ordination and control of the supply of materials to and on site. It is also concerned with their ability to assist in the improvement of supplier performance; including identifying alternative sources of supply.

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Performance criteria

You must be able to:

Monitor requirements for materials supply

- P1 make sure supply requirements are assessed accurately from an analysis of actual and planned use and from user feedback
- P2 identify realistic opportunities for reducing wastage and the cost of materials
- P3 introduce systems for monitoring purchasing / requisitioning plans which enable variances in requirements to be accurately assessed
- P4 identify predicted events which are likely to result in over or under supply and notify decision makers
- P5 make sure stock records are monitored regularly and replenishment needs are calculated accurately
- P6 remove out of date stock from use and dispose of safely in accordance with suppliers instructions, statutory requirements and organisational procedures
- P7 make sure opportunities for improving stock control and usage are identified accurately and clearly and realistic recommendations on improvements are made available to interested parties

Maintain material supplies to meet service requirements

You must be able to:

- P8 make sure orders and requisitions for material supplies are complete and conform to the agreed purchasing plan
- P9 make sure records of delivery are maintained accurately and the current delivery and stock position is assessed regularly and made available to appropriate decision makers
- P10 monitor and record delays and variations in delivery, quantity and quality and investigate and report causes to decision makers
- P11 where appropriate, provide decision makers with an accurate assessment of the action required to restore the supply position

Contribute to obtaining improvements in supplier performance

You must be able to:

- P12 assess supplier performance at regular intervals and make sure variances are identified accurately and communicated to and discussed with decision makers
- P13 identify, discuss and agree with decision makers changes which are sufficient to improve supplier
- P14 make sure suppliers are provided with advice and information which enables them to meet supply requirements and meet overall cost and quality requirements.
- P15 conduct communications with suppliers in a manner which is designed to maximise and maintain goodwill and trust.

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Knowledge and understanding

You need to know and understand:

Monitor requirements for materials supply

- K1 how to calculate quantities
- K2 how to calculate seasonal variations in demand
- K3 how to analyse purchasing/requisitioning plans and user feedback
- K4 how to identify and evaluate opportunities for cost savings, reducing wastage and improved stock control
- K5 how to introduce systems for monitoring and control of stocks
- K6 sources of user feedback
- K7 measures for reducing wastage and for cost saving
- K8 systems for stock control
- K9 types of stock control record
- K10 types of variances
- K11 how to dispose of out of date stock

Maintain material supplies to meet service requirements

You need to know and understand:

- K12 how to match orders for supplies to agreed purchasing plans
- K13 how to calculate delivery and stock position
- K14 how to maintain, monitor and record stock control system
- K15 how to identify and investigate causes of variations and discrepancies
- K16 how to assess action required to restore delivery position
- K17 types of purchasing / requisitioning plan and recording system
- K18 types of variations and discrepancies in delivery

Contribute to obtaining improvements in supplier performance

You need to know and understand:

- K19 how to evaluate supplier performance
- K20 how to identify causes of variance
- K21 how to identify improvements and changes
- K22 the nature and type of variances

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