

COGPOLY2

Maintain stocks to specified levels



Overview

This unit is for those with responsibility for the regular checking of stock and its replenishment when levels are running below that required to maintain operations. In polymer processing situations this will apply to maintaining stocks of materials or product in the locations where they are required for process operations, when they have been part-processed or processed and may also apply to maintaining stocks of materials in a central store or warehouse.

This unit deals with the following:

1. Confirm requirements for maintaining stock at specified levels
2. Replenish stock to specified levels

During this work you must take account of the relevant operational requirements and safe working practices AS THEY APPLY TO YOU.

Previous Version

Adapted from Unit B2 of Polymer Processing and Related Operations NOS – version November 2004.

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Performance criteria

You must be able to:

- P1 check the required stock levels by reference to available information.
- P2 confirm the amount in accordance with standard procedures for your work environment
- P3 report deviations from expected results
- P4 identify requirements before shortfalls adversely affect operations
- P5 identify and withdraw damaged and faulty materials or products
- P6 maintain accurate and up-to-date records of requirements
- P7 replenish stock in the specified location with the type and quantity as specified in the instruction
- P8 position and display stock to meet specified requirement
- P9 make sure the stock is handled to minimise the risk of injury to people and minimise damage
- P10 complete the preparation and labelling as specified in your local work practices
- P11 update stock records to record progress of goods into storage
- P12 set aside and report any items that are faulty, damaged or past their sell-by date
- P13 leave the work area clean and tidy after stock replenishment is complete

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Knowledge and understanding

You need to know and understand:

- K1 where to get information about stock levels
- K2 what inspections to make and why it is important to inspect stock before shortfalls occur
- K3 why it is important to maintain stock to specified levels
- K4 where to get replacement items
- K5 what the requirements are for positioning stock
- K6 how to handle stock safely
- K7 what documentation is required
- K8 who can help to solve problems

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Additional Information

Glossary

Information

Records and requisitions, people in authorities

Stock checks

Spot checks, programmed checks

Stock

Work records and inventories

Instructions

Oral, written

Handling methods

Manual with and without the use of equipment

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Suite Polymer Processing and Related Operations

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