

## Overview

This Standard involves setting up systems for buying, hiring, moving and storing the resources needed for productions.

It is about explaining to all who need to know how these systems work. It is about ensuring that suitable suppliers are found, that resources are ordered and delivered by agreed deadlines, and that equipment and materials are handled and moved safely.

You may need to access specialist advice on storage for some resources if they are fragile, valuable or potentially dangerous.

This Standard is for those working in the production management team.

## Control production materials, equipment and supplies

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### Performance criteria

*You must be able to:*

1. analyse production schedule and brief to identify the resources required for each stage in the production process
2. obtain tenders, estimates and quotations from potential suppliers of resources that meet production needs and
3. assess the cost and quality of estimates from potential suppliers against production requirements and budget
4. agree and confirm in writing details of price and of any other relevant terms and conditions of supply
5. offer suitable contracts which meet legal requirements and which include full and accurate details of suppliers' contributions
6. identify potential shortfalls or delays in delivery, or discrepancies in stock levels, and take prompt remedial action
7. clarify and agree with all relevant parties the roles and responsibilities for moving and storing materials, equipment and supplies
8. check that materials, equipment and supplies are stored in a safe and secure location, and that arrangements for storing dangerous and hazardous substances and materials meet legal requirements
9. access specialist advice on storage for resources that are fragile, valuable or potentially dangerous
10. identify the likely implications of the need for insurance cover for hazardous working and for vehicles appearing on camera
11. document accurate details of insurance cover
12. maintain an up to date equipment list
13. implement procedures to ensure that equipment and materials on hire or loan are returned in an acceptable condition after use
14. comply with local laws and regulation when using production resources
15. confirm that all production equipment is covered by adequate production insurance
16. obtain loss or damage reports in appropriate formats regarding any equipment that is lost, damaged or stolen
17. compare insurance cover and equipment lists to ascertain special insurance requirements

## Knowledge and understanding

*You need to know and understand:*

1. different types of monitoring systems and their likely suitability to different productions
2. the production's system requirements
3. what resources and potential suppliers are required
4. methods of obtaining resources and when best to apply them
5. what organisational policies and legal requirements apply to obtaining resources
6. what documentation to use when ordering resources
7. how to deal with delays in delivery or transport
8. how to obtain and record information on stock levels and movements
9. how to create and maintain an equipment list
10. the necessary details to record for insurance cover
11. the materials and equipment that may require special handling
12. sources of specialist advice on storage of fragile, valuable or dangerous resources
13. sources of information on legal requirements relating to dangerous and hazardous substances, and how to access these sources
14. what recording systems to use, including financial management information
15. the requirements for returning hire equipment, including the financial implications of returning hired equipment late, or in a damaged condition

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**Developed by** Creative Skillset

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**Originating Organisation** Screen Skills (formerly Creative Skillset)

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**Relevant Occupations** Arts, Media and Publishing; Production Coordinator; Production Managers

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**Suite** Production (FILM and TV)

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**Keywords** Television, Film, Resources, Supplies, Equipment

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