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## Overview

This standard covers the competences you need to maintain stocks of resources, equipment and consumables for scientific or technical use in accordance with approved procedures and practices.

You will be required to demonstrate that you can assist with the maintenance of stocks of resources, equipment and consumables for scientific or technical procedures in accordance with workplace procedures.

The activity is likely to be undertaken by someone in a science related work setting, including individuals working in hospitals, scientific laboratories, schools and universities.

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## Performance criteria

- You must be able to:*
- P1 ensure that your work is carried out in accordance with workplace procedures
  - P2 use safe practices and the appropriate personal protection equipment (PPE) when doing scientific or technical activities
  - P3 count stocks and confirm that they are with the maximum/minimum levels required for the scientific or technical activities
  - P4 check the packaging information on individual stock items, and confirm that critical details are within acceptable limits
  - P5 identify, record and communicate requirements to replenish stocks at specified re-order levels
  - P6 check new stocks received against purchase orders and delivery notes and notify relevant people of any discrepancies or breakages
  - P7 label and store items in the correct environment and location according to recommended procedures
  - P8 correctly handle and transport stock items, using the appropriate methods and techniques
  - P9 dispose, in the appropriate manner and locations, of stock or items that are damaged or outside acceptable limits for scientific or technical use
  - P10 access and update records for scientific or technical stock levels in the information system
  - P11 communicate the required information about the work done, in accordance with departmental and organisational procedures

## Knowledge and understanding

### *You need to know and understand:*

- K1 the health and safety requirements of the area in which you carrying out the scientific or technical activities
- K2 the implications of not taking account of legislation, regulations, standards and guidelines when conducting scientific or technical activities
- K3 the scientific or technical techniques and processes you must use correctly in the workplace.
- K4 the importance of wearing protective clothing, gloves and eye protection for scientific or technical activities
- K5 the importance of correct identification, and any unique workplace coding system
- K6 the lines of communication and responsibilities in your department, and their links with the rest of the organisation
- K7 the limits of your own authority and to whom you should report if you have problems that you cannot resolve
- K8 why it is important to maintain accurate records for scientific or technical resources, equipment and consumables
- K9 the types and range of scientific or technical resources, equipment and consumables used in the workplace, and how they have to be checked
- K10 how to check the packaging information on stock
- K11 how and why it is important to identify materials or chemicals that should not be stored together
- K12 the range of storage environments used to store scientific or technical resources, equipment and consumables for workplace use
- K13 how to label new stock items correctly, and how to record the information in the workplace information system
- K14 where and how stock items should be stored so they remain suitable for scientific or technical use
- K15 how to monitor and control stock levels for scientific or technical use
- K16 how to dispose of waste or damaged stock items, in accordance with workplace procedures.
- K17 how to resolve issues with delivered damaged or incomplete replacement stock

## Scope/range

1. check stock levels for three of the following:
  - 1.1 biological specimens and materials
  - 1.2 analysers, equipment or instruments
  - 1.3 electrical/electronic components/sub assemblies
  - 1.4 scientific or technical consumables
  - 1.5 scientific chemicals
  - 1.6 other (please specify)
  
2. check packaging for five of the following information:
  - 2.1 batch numbers
  - 2.2 safety data sheets
  - 2.3 volumes
  - 2.4 expiry dates
  - 2.5 delivery dates
  - 2.6 weights
  - 2.7 quantities
  - 2.8 hazard labels
  - 2.9 condition received
  
3. handle and transport both of the following types of material:
  - 3.1 scientific or technical chemicals
  - 3.2 scientific or technical equipment
  
4. check stock items held in four of the following storage environments:
  - 4.1 ambient temperature locations
  - 4.2 zero or low light locations
  - 4.3 equipment locations
  - 4.4 refrigerators/freezers
  - 4.5 hazardous chemical locations
  - 4.6 consumable item locations
  
5. access and update information on the information system for all of the following:
  - 5.1 booking items out from stock
  - 5.2 stock check levels
  - 5.3 booking items into stock
  - 5.4 stock usage
  
6. record details of the stock control, and communicate the details to the appropriate people, using:
  - 6.1 verbal report plus one method from the following:
    - 6.2 written or typed report
    - 6.3 computer-based record
    - 6.4 specific workplace documentation
    - 6.5 electronic mail

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