
Overview

This standard describes how to manage the supply of materials to meet fencing project requirements.

The standard covers analysing project specifications and identifying the materials required to undertake the job. It also includes monitoring the performance of suppliers, identifying any issues and discussing them with the intention to resolve them.

This standard is designed for contract managers, contract supervisors, proprietors, senior estimators, surveyors and buyers.

Performance criteria

You must be able to:

1. assess requirements in order to manage the supply of materials against the project specifications
2. check stock records and calculate what replacement stock will be needed to meet the requirements of the fencing project for the supply of materials
3. identify and implement opportunities for improving the use of stock and stock turnover
4. prepare and place orders for materials with relevant suppliers in order to meet the supply requirements, in accordance with company procedures
5. conduct negotiations with suppliers to maintain a consistent supply of materials that meet the requirements of the fencing project
6. calculate schedules and lead-in times for the delivery of supplies
7. maintain records of orders, deliveries and the stock position
8. check for and investigate any **problems** with deliveries and take the relevant action
9. provide suppliers with information on project changes that affect supply requirements
10. monitor the performance of suppliers against company requirements and take the relevant action where performance does not meet requirements
11. arrange for alternative sources of supply, where necessary, which meet project specifications and company requirements, and minimise disruption to the project

Knowledge and understanding

You need to know and understand:

1. the information required to manage the supply of materials to meet fencing project requirements
2. how to check stock records and calculate replacement stock
3. how to identify and implement opportunities for improving the use of stock and stock turnover
4. the company procedures for preparing and placing orders
5. the sources of information on suitable suppliers
6. how to conduct negotiations with suppliers
7. how to calculate schedules and lead-in times for the delivery of supplies
8. the company requirements for maintaining records of orders and stock control and why these are important
9. the types of **problems** that could occur with deliveries and the relevant actions to take
10. the importance of notifying suppliers of any changes to projects that affect supply requirements
11. how to monitor and evaluate the performance of suppliers
12. the importance of taking action when supplier performance does not meet contractual requirements
13. how to arrange for alternative suppliers when stock cannot be sourced from contracted suppliers

Glossary

Problems with supply could include:

- product specification
- quantity
- quality
- delivery
- transportation
- price
- availability and lead time
- loss and damage
- storage and handling

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