

Overview

This standard is about organising, controlling and monitoring supplies of materials by managing the supply of materials for the project, evaluating the performance of the supply chain and making improvements in the acquisition, storage and use of materials for the project in accordance with current organisational requirements which are equal to or exceed current statutory and legislative requirements.

This standard is for people working in the occupational area of construction site management which is defined as the management of multiple construction trades and disciplines and can be used by supervisors and managers

Organise, control and monitor supplies of materials

Performance criteria

- You must be able to:*
- P1 analyse project requirements in line with operational plans to ensure quantities and supplies of materials meet organisational requirements and develop a delivery schedule
 - P2 analyse calculations for delivery and lead times and ensure records of delivery schedule and traffic management are maintained
 - P3 identify and record alternatives to the supply of materials to improve the following
 - 3.1 economy of usage
 - 3.2 cost
 - 3.3 environmental impact
 - 3.4 sustainability
 - P4 ensure orders are prepared in line with organisational and/or project requirements to meet the delivery schedule
 - P5 promote goodwill and trust with suppliers and users to ensure the delivery schedule is maintained through positive negotiation
 - P6 implement and record the organisational or project systems for the monitoring of the delivery schedule, materials and supplier performance to ensure they meet the project specification
 - P7 analyse records of the following identified factors used in materials control
 - 7.1 quality
 - 7.2 quantity
 - 7.3 payment to suppliers
 - 7.4 approval by client, customer or their representative
 - 7.5 programming
 - P8 identify and record problems with supply and take action to resolve them

- P9 identify and record revisions to the delivery schedule to facilitate change or minimise disruption to the programme

Knowledge and understanding

You need to know and understand: **Performance Criteria 1**
Delivery schedule

- K1 how to analyse operational plans and quantities to assess what raw materials, manufactured materials, components and prefabricated systems will be required
- K2 how to calculate delivery and lead times for supplies of materials
- K3 why it is necessary to analyse organisational and project plans and quantities to assess what materials will be required
- K4 the factors involved in developing a delivery schedule

Performance Criteria 2 **Delivery and lead times**

- K5 how to analyse calculations for delivery and lead times and ensure records of delivery schedule and traffic management are maintained
- K6 why delivery schedules and construction logistics plans are required

Performance Criteria 3 **Supply improvements**

- K7 how to identify and record alternative materials in relation to
 - K7.1 economy of usage
 - K7.2 cost
 - K7.3 environmental impact
 - K7.4 sustainability
- K8 how standardisation and alternative materials can assist a project
- K9 why opportunities for standardisation and alternative materials should be considered

Performance Criteria 4**Prepare orders**

- K10 how to check what materials are needed to maintain programme and project requirements
- K11 how to ensure appropriate orders are prepared
- K12 why it is important to make checks and ensure appropriate orders are prepared

Performance Criteria 5**Conduct negotiations and meetings**

- K13 how to promote goodwill and trust with suppliers and users to ensure the delivery schedule is maintained through positive negotiation in relation to
 - K13.1 elimination or reduction of waste
 - K13.2 recycling and re-use
 - K13.3 quantity
 - K13.4 quality considerations
 - K13.5 availability
 - K13.6 lead time
 - K13.7 life expectancy or deterioration
 - K13.8 maintenance
 - K13.9 storage and handling facilities
 - K13.10 environmental considerations
 - K13.11 ethical and sustainability considerations
 - K13.12 health and safety considerations
 - K13.13 logistics
 - K13.14 damage
 - K13.15 loss or theft
 - K13.16 supplier service
 - K13.17 archaeology
 - K13.18 heritage issues
- K14 how to maintain goodwill and trust
- K15 why goodwill and trust should be maintained
- K16 why it is important to conduct formal and informal meetings with suppliers and users

Performance Criteria 6**Implement systems**

- K17 how to implement an organisational or project system, that analyses the following factors which will inform the delivery schedule
- K17.1 quality
 - K17.2 quantity
 - K17.3 payment to suppliers
 - K17.4 approval by client, customer or their representative
 - K17.5 programming
 - K17.6 cost
- K18 how to implement an organisational or project system to monitor materials and the performance of suppliers against the agreed supply requirements
- K19 how to identify and record any improvements
- K20 why it is important to analyse performance of suppliers against the delivery schedule

Performance Criteria 7**Materials control**

- K21 how to analyse records of the following identified factors used in materials control
- K21.1 quality
 - K21.2 quantity
 - K21.3 payment to suppliers
 - K21.4 approval by client, customer or their representative
 - K21.5 programming
- K22 why it is important to analyse factors in materials control

Performance Criteria 8

Identify problems

K23 how to identify and record problems with supply and the action taken to resolve them

K24 why it is important to identify and record problems with supply and the action taken to resolve them

Performance Criteria 9

Identify changes

K25 how to identify changes likely to result in over or under supply

K26 how to modify the delivery schedule to minimise disruption to the programme by ensuring supplies of raw materials, manufactured materials, components and prefabricated systems are available

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Developed by CITB

Version Number 2

Date Approved October 2020

Indicative Review Date October 2025

Validity Current

Status Original

Originating Organisation CITB

Original URN VR733

Relevant Occupations Production Managers and Directors in Construction

Suite Construction Site Management

Keywords Supplies; Materials; Acquisitions; Schedules
