
Overview

This standard covers maintaining stocks of resources, equipment and consumables. This standard includes monitoring stock levels and ordering stock in accordance with organisational procedures and purchasing agreements. It also includes checking deliveries of stock against purchase orders and delivery notes and storage of stock. This standard is suitable for staff who maintain stocks of resources, equipment and consumables.

Performance criteria

You must be able to:

P1 ensure that your work is carried out in accordance with organisational procedures

P2 use safe practices and the appropriate personal protection equipment where required

P3 check stocks of resources, equipment and consumables on a regular basis and confirm that they are within the re-order levels set

P4 check the packaging information on individual stock items, and confirm that critical details are within acceptable limits

P5 dispose, in the appropriate manner and locations, of stock or items that are damaged or outside acceptable limits for use

P6 identify when stocks need to be ordered to maintain appropriate levels, allowing time for delivery before item is required

P7 identify where stocks should be ordered from and complete relevant documentation

P8 obtain permissions for the order where required and dispatch order in accordance with organisational procedures

P9 access and update records of stock levels

P10 carry out all work in accordance with relevant environmental and health and safety legislation, risk assessment requirements, codes of practice and company policies

Knowledge and understanding

You need to know and understand:

- K1 the importance and correct use of appropriate personal protective equipment
- K2 the limits of your own authority and who you should report to if you have problems that you cannot resolve
- K3 the types and range of resources, equipment and consumables used in the workplace, and how they have to be checked
- K4 the importance of correct identification, and any unique workplace coding system in place
- K5 how to monitor and maintain stock levels of resources, equipment and consumables
- K6 the importance of checking packaging information on stock (such as batch numbers and expiry dates)
- K7 how to deal with unusable or damaged stock items, in accordance with relevant legislation and organisational procedures
- K8 where to find information on stock re-order levels
- K9 organisational procedures for ordering stock, including when permission for the order needs to be obtained
- K10 the principles of purchasing from sustainable, ethical and local sources
- K11 why it is important to maintain accurate records for resources, equipment and consumables
- K12 your responsibilities under relevant environmental and health and safety legislation, codes of practice and company policies

Scope/range

Deal with unusable or damaged stock:

- 1 return
- 2 recycle
- 3 dispose of
- 4 re-use

Glossary

Packaging information may contain:

- batch numbers
- safety data sheets
- volumes
- expiry dates
- delivery dates
- weights
- quantities
- hazard labels
- condition received
- storage requirements

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Maintain stocks of resources, equipment and consumables LEGACY



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