

LANAT18

Maintain stocks of resources, equipment and consumables in a Home Office designated establishment



Overview

This standard covers maintaining stocks of resources, equipment and consumables for scientific or technical use in a Home Office designated establishment.

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 for animal technologists and support staff who maintain stocks of resources, equipment and consumables in a Home Office designated establishment.

LANAT18

Maintain stocks of resources, equipment and consumables in a Home Office designated establishment

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 when doing scientific or technical activities
- P3 count stocks of resources, equipment and consumables for scientific or technical use 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 identify stocks that need to be ordered, allowing time for delivery before item is required
- P6 identify where stocks should be ordered from and complete relevant documentation
- P7 obtain permissions for the order where required and dispatch order in accordance with organisational procedures
- P8 check new stocks received against purchase orders and delivery notes and notify relevant people of any discrepancies or damaged items
- P9 correctly handle and transport stock items, using the appropriate methods and techniques
- P10 ensure items are correctly labelled and store items in the correct environment and location according to organisational procedures
- P11 dispose, in the appropriate manner and locations, of stock or items that are damaged or outside acceptable limits for scientific or technical use
- P12 access and update records of stock levels
- P13 carry out all work in accordance with relevant environmental and health and safety legislation, risk assessment requirements, codes of practice and company policies

LANAT18

Maintain stocks of resources, equipment and consumables in a Home Office designated establishment

Knowledge and understanding

You need to know and understand:

- K1 the importance and correct use of appropriate personal protective equipment when carrying out scientific or technical activities
- K2 the limits of your own authority and to whom you should report if you have problems that you cannot resolve
- K3 the types and range of scientific or technical 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 control stock levels of resources, equipment and consumables
- K6 where to find information on stock re-order levels
- K7 the importance of checking packaging information on stock (such as batch numbers and expiry dates)
- K8 organisational procedures for ordering stock, including when permission for the order needs to be obtained
- K9 the importance of checking delivery notes against purchase orders and what to do when there are discrepancies or damages
- K10 the range of storage environments used to store resources, equipment and consumables for scientific and technical use
- K11 how and why it is important to identify materials or chemicals that should not be stored together
- K12 how to label new stock items correctly, and how to record the information
- K13 where and how stock items should be stored so they remain suitable for scientific or technical use
- K14 how to dispose of waste or damaged stock items, in accordance with organisational procedures.
- K15 why it is important to maintain accurate records for scientific or technical resources, equipment and consumables
- K16 your responsibilities under relevant environmental and health and safety legislation, codes of practice and company policies

LANAT18

Maintain stocks of resources, equipment and consumables in a Home Office designated establishment

Scope/range related to performance criteria

Packaging information may include:

- 1 batch numbers
- 2 safety data sheets
- 3 volumes
- 4 expiry dates
- 5 delivery dates
- 6 weights
- 7 quantities
- 8 hazard labels
- 9 condition received
- 10 storage requirements

Storage environments may include:

1. ambient temperature locations
2. zero or low light locations
3. equipment locations
4. refrigerators/freezers
5. hazardous chemical locations
6. consumable item locations

LANAT18

Maintain stocks of resources, equipment and consumables in a Home Office designated establishment

Developed by Lantra

Version number 1

Date approved February 2013

Indicative review date February 2018

Validity Current

Status Original

Originating organisation Lantra

Original URN LANAT18

Relevant occupations Hygiene Technician; Auxiliary Technician; Animal Technologist

Suite Animal Technology

Key words laboratory, technical, biological specimens, scientific or technical consumables, safety data sheets, hazard labels, batch numbers
