

LANFe22

Identify and maintain supplies of materials to meet fencing project requirements



Overview

This standard describes how to identify and maintain supplies of materials to meet fencing project requirements.

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

This standard covers analysing project specifications and identifying the materials required to undertake the job. As well as monitoring the performance of suppliers, it also includes identifying any issues that you may have with them and discussing those issues with an aim to resolution.

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Performance criteria

You must be able to:

- P1 assess material supply requirements against specifications
- P2 check stock records regularly and calculate what replacement stock will be needed
- P3 identify opportunities for improving the use of stock and stock turnover and recommend improvements to the user(s)
- P4 prepare and place orders for materials to meet supply requirements
- P5 conduct negotiations and meetings with suppliers in a manner which maintains their goodwill and trust
- P6 calculate the current delivery and stock position and pass the information on to the user(s)
- P7 keep accurate records of deliveries
- P8 check for and investigate causes of variations in the required delivery and provide the user(s) with an accurate assessment of the action required
- P9 provide suppliers with prompt and accurate information on project changes which may affect supply requirements
- P10 arrange for alternative sources of supply, which meet supply requirements and minimise disruption to the operational plan
- P11 periodically review the performance of suppliers against the supply requirements

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Knowledge and understanding

You need to know and understand:

- K1 the information required to assess material supply requirements
- K2 how to check stock records
- K3 how to identify opportunities for improving the use of stock and stock turnover
- K4 how to recommend to user(s) improvements in the use of stock and stock turnover
- K5 how to prepare orders that meet the supply requirements
- K6 how to conduct negotiations and meetings with suppliers
- K7 how to calculate schedules for the delivery of supplies and lead times and pass these on to the user(s)
- K8 how to check for variations in the required delivery position and provide the user(s) with an accurate assessment of the action required
- K9 the problems with supply requirements
- K10 how to communicate supply problems with suppliers
- K11 how to arrange for alternative suppliers when stock cannot be sourced from contracted suppliers
- K12 how to evaluate the performance of suppliers

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