

Maintain stock at required levels in logistics operations

Overview

This standard is about maintaining stock at required levels in logistics operations including, for example, procurement levels, pick face levels and daily usage levels. It involves following stock rotation methods, labelling and positioning stock. It also involves updating stock records.

This standard is relevant to all operatives at every level in logistics operations. Operatives could, for example, be working in warehousing and storage, transport, or freight forwarding.

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Performance criteria*You must be able to:*

1. identify the required **stock levels** in order to maintain the correct quantity within your area of responsibility in logistics operations
2. confirm existing **stock levels**
3. identify damaged, faulty, or out-of-date items and move them to the required location
4. follow the organisation's procedures and methods for stock rotation
5. use safe **handling methods** to handle stock in accordance with organisational requirements
6. label stock according to organisational requirements
7. position stock in the correct location/s for further use
8. identify and respond to problems with maintaining stock at the required levels
9. maintain accurate information to keep up-to-date records of stock replenishment in logistics operations
10. comply with organisational procedures and relevant **legal, safety and operating requirements** for maintaining stock at required levels

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Knowledge and understanding

You need to know and understand:

1. why it is important to maintain stock at the required levels in logistics operations
2. how often stock level should be checked and how to identify whether stock requires replenishing
3. how to recognise and remove damaged, faulty or out-of-date stock
4. the stock rotation methods for different types of stock
5. the **handling methods** for different types of stock
6. how to label and position stock
7. the relevant **stock control systems** used in the organisation
8. the types of problems that arise from maintaining stock and how to respond to them
9. the roles and responsibilities of **colleagues**
10. the organisational procedures for maintaining stock at the required levels
11. the relevant **legal, safety and operating requirements** relating to maintain stock at required levels

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Glossary

Colleagues: permanent, temporary, agency staff, external, line manager, supervisor, customer/clients

Handling methods: manual, mechanical, gravity

Legal, safety and operating requirements: safety regulations, codes of practice, load restrictions, working time regulations, transport regulations

Stock control systems: manual, computerised, warehouse management systems, radio frequency

Stock levels: procurement level, pick face level, daily usage

Stock records: manual, computerised, warehouse management systems

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