



Australian Government

MARB4004A Manage stores for planned maintenance system

Release 1

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Modification History

Release 1

This is the first release of this unit.

Unit Descriptor

This unit involves the skills and knowledge required to plan and control inventory levels of materials required for vessel maintenance.

Application of the Unit

This unit applies to working on a vessel as a Chief Integrated Rating.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

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| 1 Identify materials requirements | 1.1 Drawings and specifications for vessel and equipment are read and interpreted to determine <i>materials requirements</i> |
| | 1.2 Sources of product supply are identified |

- 1.3 Normal quantity supply and matching storage facilities and equipment are identified
 - 1.4 Safety data sheets (SDS)/material safety data sheets (MSDS) or other supplier information are read, any relevant engineering controls or personal protection equipment are identified and any additional resources required for handling and storing materials are documented
 - 1.5 Procedures to deal with fire or explosion risk, spills or injury are identified and recorded
- 2 Plan inventory levels**
- 2.1 Estimates are calculated according to specification requirements and organisational procedures
 - 2.2 Cost reports are prepared
 - 2.3 Estimates that meet the initial requirements are documented
 - 2.4 Estimates are authorised by appropriate personnel for implementation
- 3 Monitor receipt and dispatch of goods**
- 3.1 Organisational procedures are implemented in the receipt, dispatch and secure storage of materials
 - 3.2 Materials are inspected for quality and quantity on receipt
 - 3.3 Variation to quantity and quality of delivered materials is acted upon according to organisational procedures
 - 3.4 Safe handling and storage of materials is supervised according to organisational procedures
 - 3.5 All information is formatted and entered into inventory system according to organisational procedures and system requirements
- 4 Manage stock control**
- 4.1 Organisational procedures are implemented for *stock control* and inventories
 - 4.2 Procedures are established and implemented to monitor and control stock levels
 - 4.3 Stock levels are monitored and maintained at required levels
 - 4.4 Stock reorder cycles are maintained and adjusted as required
 - 4.5 Stocktaking procedures are established and implemented
 - 4.6 Contingency plans for stock delivery times are established and implemented
 - 4.7 Accurate reports on stock inventories are prepared

4.8 Stock discrepancies are identified and recorded

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required Skills:

- Anticipate interruptions to supply
- Avoid surplus holdings and wastage
- Calculate materials and other resource requirements and costs
- Correctly calculate inventory requirements taking into account lead times, re-order triggers, impacts of turnover and supply margins
- Cost and document requirements
- Identify appropriate materials and consumables to match maintenance standards
- Identify commercially viable sources of consumables and materials
- Identify the impact of decisions in terms of commercial, environmental and safety risks
- Plan and organise activities to avoid any back tracking, workflow interruptions or wastage
- Research information related to inventory including the relevant technical, regulatory, environmental and safety requirements

Required Knowledge:

- Authorised maintenance processes and plans, and related materials and consumables
- Commercial supply systems including standard documentation support processes
- Cost-benefit analysis or equivalent techniques
- Inventory and operations management approaches
- Inventory control
- Materials, process characteristics and special requirements
- Systems and equipment for inventory recording and control
- Work health and safety (WHS)/occupational health and safety (OHS) requirements and work practices

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, the required skills and knowledge, the range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the Elements, Performance Criteria, Required Skills, Required Knowledge and include:

- accurately forecasting inventory demand
- planning for inventory required to meet special events or contingencies.

Context of and specific resources for assessment

Performance is demonstrated consistently over time and in a suitable range of contexts.

Resources for assessment include access to:

- industry-approved marine operations site where managing stores for planned maintenance system can be conducted
- tools, equipment and personal protective equipment currently used in industry
- relevant regulatory and equipment documentation that impacts on work activities
- range of relevant exercises, case studies and/or other simulated practical and knowledge assessments
- appropriate range of relevant operational situations in the workplace.

In both real and simulated environments, access is required to:

- relevant and appropriate materials and equipment
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Method of assessment

Practical assessment must occur in an:

- appropriately simulated workplace environment and/or
- appropriate range of situations in the workplace.

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate to this unit:

- direct observation of the candidate managing stores for planned maintenance system
- direct observation of the candidate applying relevant WHS/OHS requirements and work practices.

Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

In all cases where practical assessment is used it should be combined with targeted questioning to assess Required Knowledge.

Assessment processes and techniques must be appropriate to the language and literacy requirements of the work being performed and the capacity of the candidate.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below.

Materials requirements may include:

- Appropriate oils and grease
- Cleaning material
- Machinery spare parts
- Mooring ropes and wires
- Paint
- Shackles and other lifting equipment
- Tools, hand and power

Stock control may include:

- Cyclical counts
- Minimisation of out-of-date stock
- Monitoring stock levels
- Quality control
- Stocktaking

Unit Sector(s)

Not applicable.

Competency Field

Equipment Checking and Maintenance