



Australian Government

PMC563081 Carry out stock control

Release: 1

PMC563081 Carry out stock control

Modification History

Release 1. Supersedes and is equivalent to PMC563081C Carry out stock control

Application

This unit of competency covers the skills and knowledge required to carry out stock control. It applies to stock held in a store, warehouse or locally in the plant.

This unit of competency applies to experienced operators, leading hands, supervisors or those in similar roles who are required to monitor stock levels, reconcile stock with inventory data, liaise with suppliers and identify and act on problems.

This unit of competency applies to an individual working alone or as part of a team or group and working in liaison with other shift team members, team leader and supervisor, as appropriate.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Support

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

1	Monitor stock reordering	1.1	Monitor stock levels and maintain them at optimum levels
---	---------------------------------	-----	--

- 1.2 Adjust stock reorder levels, as required, in response to customer demand
 - 1.3 Report to suppliers variations to quality and quantity of delivered goods
 - 1.4 Identify alternative suppliers which meet required quality and safety standards and utilise them when required
 - 1.5 Reorder stock in compliance with procedures
- 2 **Maintain inventory records systems**
 - 2.1 Maintain accurate records of the storage and the movement of stock
 - 2.2 Identify, and act upon, stock discrepancies
 - 2.3 Ensure minimum inconvenience to customers resulting from stock movements
- 3 **Undertake stocktaking and cyclical counts**
 - 3.1 Coordinate stocktaking and cyclical counts as required
 - 3.2 Interpret inventory data and confirm it matches stock
 - 3.3 Reconcile inventory data with actual stock on hand
 - 3.4 Report stock variations or shortages
 - 3.5 Identify missing or damaged stock and report as required by procedures
- 4 **Control hazards**
 - 4.1 Identify hazards in the work area
 - 4.2 Assess the risks arising from those hazards
 - 4.3 Implement measures to control those risks in line with procedures and duty of care
- 5 **Respond to problems**
 - 5.1 Identify possible problems in stock levels, storage, quantity and quality of stock, timeliness of supplies and production issues

- 5.2 Determine problems needing action
- 5.3 Determine possible fault causes
- 5.4 Rectify problem using appropriate solution within area of responsibility
- 5.5 Follow through items initiated until final resolution has occurred
- 5.6 Report problems outside area of responsibility to designated person

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Regulatory framework The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used.

Applicable legislation, regulations, standards and codes of practice include:

- health, safety and environmental (HSE) legislation, regulations and codes of practice relevant to the workplace, equipment and production processes and hazardous materials
- Australian/international standards relevant to the materials being used and products being made
- any relevant licence and certification requirements.

All operations to which this unit applies are subject to stringent HSE requirements, which may be imposed through state/territory or federal legislation, and these must not be compromised at any time. Where there is an

apparent conflict between performance criteria and such requirements the legislative requirements take precedence.

Procedures All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, and include one or any combination of:

- job cards
- drawings
- emergency procedures
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant.

Problems Routine and non-routine problems must be resolved.

Routine problems are predictable and have known solutions and include one or more of:

- stock discrepancies between inventory system and actual stock on hand
- deviations from supplier contracts/performance agreements
- stock control and production planning discrepancies
- stock quality and/or quantity does not meet production standards.

Non-routine problems are unexpected problems or variations of previous problems.

Non-routine problems must be resolved by applying operational knowledge to develop new solutions, either individually or in collaboration with relevant experts, to:

- determine problems needing action
- determine possible fault causes
- develop solutions to problems which do not have a known solution
- follow through items initiated until final resolution has occurred
- report problems outside area of responsibility to designated person.

Operational knowledge includes one or more of:

- procedures
- training
- technical information, such as journals and engineering specifications
- remembered experience
- relevant knowledge obtained from appropriate people.

Records and reports Records include one or more of:

- log books/sheets
- electronic records
- job/work sheets
- other records used for the smooth running of the plant.

Reports include one or more of:

- paper or electronic-based logs and reports
- verbal/radio reports
- reporting items found which require action.

Unit Mapping Information

Release 1. Supersedes and is equivalent to PMC563081C Carry out stock control

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=45a7f1d5-61a5-447a-9688-7abbd7e1a5c7>