



Australian Government

MSL934003 Maintain and control stocks

Release: 1

MSL934003 Maintain and control stocks

Modification History

Release 1. Supersedes and is equivalent to MSL934003A Maintain and control stocks

Application

This unit of competency covers the ability to order, maintain and control the use of laboratory materials and/or equipment in the work area.

This unit of competency is applicable to technicians and technical officers working in all industry sectors.

While no specific licensing or certification requirements apply to this unit at the time of publication, laboratory operations are governed by relevant legislation, regulations and/or external accreditation requirements. Local requirements should be checked.

Pre-requisite Unit

Nil

Competency Field

Quality

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.

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

1	Maintain and control stocks of materials or equipment	1.1	Label, document and store stocks in accordance with relevant standards and specific safety requirements
		1.2	Follow stock rotation procedures to maximise use of stocks within permitted shelf life
		1.3	Identify stock discrepancies and replace redundant or outdated stocks to maintain stocks at prescribed level
		1.4	Identify and replace damaged/worn equipment or arrange for repairs or disposal as appropriate
		1.5	Initiate quality control sampling and testing procedures when appropriate

		1.6	Report stock problems outside own knowledge and authority limitations to relevant personnel
2	Order and receive materials and equipment	2.1	Determine requirements of customers and suppliers using appropriate communication and interpersonal skills
		2.2	Determine demand for stock, taking into account peak and seasonal variations in stock usage and production conditions
		2.3	Place and/or follow up approved orders using workplace systems and procedures
		2.4	Check condition of received goods and take appropriate action
3	Maintain stock records	3.1	Record all relevant details accurately using the specified forms/computer system
		3.2	Ensure that written information is legible and indelible
		3.3	File all records in the designated place
4	Maintain a safe work environment	4.1	Use established safe work practices and personal protective equipment (PPE) to ensure personal safety and that of other laboratory personnel
		4.2	Minimise the generation of wastes and environmental impacts
		4.3	Ensure the safe collection of redundant/outdated stocks for subsequent disposal

Foundation Skills

This section describes those language, literacy, numeracy and employment skills 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.

Standards, codes, procedures and/or workplace requirements

Standards, codes, procedures and/or workplace requirements include the latest version of one or more of:

- Australian and international standards covering the requirements for the competence of testing and calibration laboratories; laboratory design and construction; laboratory safety; quality and environmental management; and labelling, storage, handling and transport of hazardous substances
- national work health and safety (WHS) standards and codes of practice, national measurement regulations and guidelines, and national environmental protection measures
- specific legislation, regulations, codes, guidelines, procedures and methods, such as Australian code of good manufacturing practice for medicinal products (GMP), principles of good laboratory practice (GLP), dangerous goods, animal welfare, Australian Quarantine and Inspection Service (AQIS) Export Control Orders and Import Guidelines, Australian Radiation Protection and Nuclear Safety Agency (ARPANSA), gene technology, and National Health and Medical Research Council (NHMRC)
- workplace documents, such as standard operating procedures (SOPs); quality and equipment manuals; calibration and maintenance schedules; material safety data sheets (MSDS) and safety procedures; material, production and product specifications; production and laboratory schedules; workplace recording and reporting procedures; and waste minimisation and safe disposal procedures
- customer database and supplier catalogues, customer-specific requirements/standards, internal/external stock orders and overdue actions

Workplace procedures

Workplace procedures include, but are not limited to, one or more of:

- ordering, purchase and receipt of stocks
- verification of temperature control for delivered and stored stocks (e.g. reagents containing enzymes)
- organisation of compatible batch or lot numbers
- storage of stocks, stock control and rotation of stock
- quality control testing, monitoring of use by dates of standards and shelf life of reagents (e.g. DNA, enzymes, antibodies, radioisotopes and vitamins)
- reporting non-conformances

Records

Records include, but are not limited to, one or more of:

- current inventories, stock usage, orders and progress of orders
- equipment servicing and repairs
- quality control sampling, testing and stock rotation

Hazards

Hazards include, but are not limited to, one or more of:

- electric shock
- chemicals, such as acids and hydrocarbons
- microbiological organisms associated with blood and blood products
- radioisotopes
- sharps, such as broken glassware
- disturbance or interruption of services
- manual handling of heavy boxes
- fluids under pressure and industrial gas bottles

Safety procedures

Safety procedures include:

- use of personal protective equipment (PPE), such as hearing protection, gloves, safety glasses, coveralls and safety boots
- ensuring access to service shut-off points
- handling and storing hazardous materials and equipment in accordance with labels, MSDS, manufacturer's instructions, and workplace procedures and regulations
- regular cleaning of equipment and work areas

WHS and environmental management requirements

WHS and environmental management requirements include:

- complying with WHS and environmental management requirements at all times, which may be imposed through state/territory or federal legislation. These requirements must not be compromised at any time
- applying standard precautions relating to the potentially hazardous nature of samples
- accessing and applying current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health, where relevant

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSL934003A Maintain and control stocks

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa>

Assessment Requirements for MSL934003 Maintain and control stocks

Modification History

Release 1. Supersedes and is equivalent to MSL934003A Maintain and control stocks

Performance Evidence

Evidence of competence in this unit must satisfy all of the requirements of the elements and performance criteria, and include demonstration of:

- accessing online databases and/or catalogues efficiently
- following workplace procedures for predicting and/or determining demand for stock; and researching, ordering and receiving stock, materials and equipment
- maintaining stocks of materials and equipment at prescribed levels for the work area, through regular inspections, timely ordering of replacement items and follow-up of late orders
- performing quality control sampling and testing and rotating stock in accordance with workplace procedures
- managing peak and seasonal variations in stock usage and production conditions
- interpreting labelling information (lot number, batch and date) and material safety data sheets (MSDS) correctly
- applying procedures for safe (manual) handling, storage and transport of stocks
- completing and recording all stock records and documentation accurately
- demonstrating effective communication and interpersonal skills when dealing with customers and suppliers.

Knowledge Evidence

Must provide evidence that demonstrates knowledge of:

- terminology associated with ordering and storage of stocks
- laboratory stock, product and service information relevant to job role
- types of hazardous chemical reactions and the rationale for recommended storage systems
- workplace procedures and quality system requirements for stock control
- codes of practice and regulations concerning the labelling, handling, storage and transport of stock relevant to job role
- relevant hazards, work health and safety (WHS) and environment requirements.

Assessment Conditions

- Judgement of competence must be based on holistic assessment of the evidence. Assessment methods must confirm consistency of performance over time, rather than a single assessment event.

- This unit of competency is to be assessed in the workplace or a simulated workplace environment. A simulated workplace environment must reflect realistic operational workplace conditions that cover all aspects of workplace performance, including the environment, task skills, task management skills, contingency management skills and job role environment skills.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept in each case).
- This unit of competency may be assessed with:
 - MSL935004 Maintain instruments and equipment
- Holistic assessment methods include:
 - review of documentation for orders prepared by the candidate
 - examination of stock records maintained by the candidate
 - feedback from the laboratory manager, quality manager, customer service manager, supervisor, customers and peers
 - oral or written questioning to check knowledge of the maintenance and control requirements for a selection of stock
 - observation of the candidate handling stock and conducting quality control sampling and testing.
- Access is required to instruments, equipment, materials, workplace documentation, procedures and specifications associated with this unit, including, but not limited to:
 - stocks of materials and equipment
 - stock order forms and documentation
 - sampling and testing equipment
 - online information systems, inventories, print records, databases and catalogues
 - codes of practice and regulations concerning the handling, storage and transport of the stock.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competence and currency.
- Technical competence can be demonstrated through:
 - relevant VET or other qualification/Statement of Attainment AND/OR
 - relevant workplace experience.
- Currency can be demonstrated through:
 - performing the competency being assessed as part of current employment OR
 - having consulted with a laboratory about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa>