



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		1.3	Identify stock discrepancies and replace redundant or outdated stocks to maintain stocks at prescribed level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

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| | | 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>