



Australian Government

MSL934007 Maintain and control stocks

Release: 1

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Modification History

Release	Comments
Release 1	This version was released in <i>MSL Laboratory Operations Training Package Release 2.0</i>. Supersedes and equivalent to MSL934003 Maintain and control stocks. Range of conditions removed. Assessment requirements amended.

Application

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

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

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Competency Field

Quality

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 |

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
	outdated stocks to maintain stocks at prescribed level
1.4	Identify and replace damaged/worn equipment or arrange for repairs or disposal
1.5	Visually check condition of stock and expiry dates and report 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.

Unit Mapping Information

Equivalent to MSL934003 Maintain and control stocks, Release 1.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet -

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

Assessment Requirements for MSL934007 Maintain and control stocks

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Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- effectively maintained stocks of materials and equipment at prescribed levels for the work area, within 2 different seasonal variations in stock usage.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- terminology associated with ordering and storage of stocks
- laboratory stock, product and service information relevant to job role
- workplace procedures for:
 - 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
 - monitoring of use by dates of standards and shelf life of reagents
 - recording and reporting
 - reporting non-conformances
- quality system requirements for stock control
- customer database and supplier catalogues, customer-specific requirements/standards, internal/external stock orders and overdue actions
- codes of practice and regulations concerning the labelling, handling, storage and transport of stock relevant to job role
- awareness of environmental sustainability issues as they relate to the work task
- legal, ethical and work health and safety (WHS) requirements specific to the work task.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
 - stocks of materials and equipment
 - stock order forms and documentation
 - 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 NVR/AQTF mandatory competency requirements for assessors.

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