



Australian Government

MSMPMC400 Carry out stock control

Release: 1

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Modification History

Release 1. New unit. Supersedes and is equivalent to PMC563081 Carry out stock control

Application

This unit describes 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 applies to experienced operators, leading hands, supervisors or those in similar roles who are required to monitor stock levels, reconcile stock with inventory data and liaise with suppliers. Operators use a broad range of specialised knowledge and skills to interpret and provide information; identify and resolve problems and communicate technical solutions and advice.

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

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil

Competency Field

Support

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Monitor stock reordering	1.1 Monitor stock levels and maintain them at optimum levels 1.2 Adjust stock reorder levels in response to customer demand 1.3 Receive stock and report quality and quantity variations of delivered goods to suppliers 1.4 Identify and use alternative suppliers which meet required quality and safety standards when required 1.5 Reorder stock in compliance with procedures

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
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 3.2 Reconcile inventory data with actual stock on hand 3.3 Report stock variations or shortages 3.4 Identify missing or damaged stock and report
4. Respond to problems	4.1 Identify possible problems in stock levels, storage, quantity and quality if stock, timeliness of supplies and production issues 4.2 Rectify problems using appropriate solution within area of responsibility 4.3 Report problems outside area of responsibility to designated person
5. Control hazards	5.1 Identify stock control hazards 5.2 Assess the risks arising from those hazards 5.3 Implement measures to control those risks

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

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Links

Companion Volume Implementation Guides are available at VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027>