

# COSVR733 - SQA Unit Code F3HC 04

## Organise, control and monitor supplies of materials



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### Overview

This standard is about

- 1 managing the supply of materials for the project
- 2 evaluating the performance of the supply chain
- 3 making improvements in the acquisition, storage and use of materials for the project

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### Performance criteria

- You must be able to:*
- P1 analyse operational plans and quantities to assess what supplies of materials will be required and calculate and develop a delivery schedule
  - P2 identify opportunities to standardise supplies of materials
  - P3 check with the delivery schedule and users to confirm what supplies of materials are needed and ensure appropriate orders are prepared
  - P4 conduct negotiations and meetings with suppliers and users so that goodwill and trust is maintained and agreed supply requirements are ensured
  - P5 implement systems, to monitor the delivery schedule and the performance of suppliers, which will identify supply improvements
  - P6 identify problems with supply, record them and take action to resolve them
  - P7 identify changes likely to result in over or under supply and modify the delivery schedule to minimise disruption to the programme

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### Knowledge and understanding

*You need to know and understand:*

#### Performance Criteria 1

##### Delivery schedule

- K1 how to analyse operational plans and quantities to assess what **materials** will be required
- K2 how to calculate delivery and lead times for supplies of **materials**
- K3 why it is necessary to analyse operational plans and quantities to assess what
- K4 **materials** will be required and calculate delivery and lead times
- K5 how to develop a delivery schedule
- K6 why delivery schedules and traffic management are required

#### Performance Criteria 2

##### Standardise supplies

*You need to know and understand:*

- K7 how to identify opportunities for standardisation of supplies of **materials**
- K8 how standardisation of **materials** can assist a project
- K9 why opportunities for standardisation should be considered

#### Performance Criteria 3

##### Prepare orders

*You need to know and understand:*

- K10 how to check with the delivery schedule and **users** what **materials** are needed
- K11 how to ensure appropriate orders are prepared
- K12 why you need to make checks and ensure appropriate orders are prepared

#### Performance Criteria 4

##### Conduct negotiations and meetings

*You need to know and understand:*

- K13 how to conduct negotiations and meetings with suppliers and **users** to ensure **supply requirements** are agreed
- K14 how to maintain **goodwill and trust**
- K15 how to conduct formal and informal meetings with suppliers and **users**

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<i>You need to know and understand:</i>	<p><b>Performance Criteria 5</b> <b>Implement systems</b></p> <p>K16 how to implement a system, that covers all necessary <b>factors</b> to monitor the delivery schedule</p> <p>K17 how to implement a system to monitor the performance of suppliers against the agreed <b>supply requirements</b></p> <p>K18 how to record any identified improvements</p> <p>K19 why you need to monitor the delivery schedule and the performance of suppliers</p>
<i>You need to know and understand:</i>	<p><b>Performance Criteria 6</b> <b>Identify problems</b></p> <p>K20 how to identify problems with supply and <b>supply requirements</b>, record them and take action to resolve them</p> <p>K21 why you need to identify problems with supply and <b>supply requirements</b>, record them and take action to resolve them</p>
<i>You need to know and understand:</i>	<p><b>Performance Criteria 7</b> <b>Identify changes</b></p> <p>K22 how to identify changes likely to result in over or under supply</p> <p>K23 how to modify the delivery schedule to minimise disruption to the programme by ensuring supplies of <b>materials</b> are available</p>

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### Additional Information

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#### Scope/range related to performance criteria

##### Performance Criteria 1

- 1 records of analysis conducted on operational plans and quantities
- 2 calculations for delivery and lead times
- 3 records of delivery schedule and traffic management

##### Performance Criteria 2

- 4 records of standardisation to improve at least one of the following
  - 4.1 economy of usage
  - 4.2 cost
  - 4.3 environmental impact
  - 4.4 sustainability

##### Performance Criteria 3

- 5 records of checks with the delivery schedule and users
- 6 records of ensuring appropriate orders are prepared

##### Performance Criteria 4

- 7 records of formal and informal contacts with suppliers and users
- 8 records of agreed supply requirements

##### Performance Criteria 5

- 9 records of the system adopted to monitor the delivery schedule
- 10 records of the system adopted to monitor the performance of suppliers
- 11 records of at least three of the following factors used in materials control
  - 11.1 quality
  - 11.2 quantity
  - 11.3 payment to suppliers
  - 11.4 approval by client, customer or their representative
  - 11.5 programming
- 12 records of any identified improvements

##### Performance Criteria 6

- 13 records of problems with supply and the action taken

##### Performance Criteria 7

- 14 records of identified changes to
  - 14.1 project requirements
  - 14.2 supply performance
- 15 records of modifications made to the delivery schedule

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### Scope/range related to knowledge and understanding

#### Factors

- 1 quality
- 2 quantity
- 3 payment to suppliers
- 4 approval by client, customer or their representative
- 5 programming
- 6 cost

#### Goodwill and trust

- 7 keeping promises and undertakings
- 8 honest relationships
- 9 constructive relationships

#### Materials

- 10 raw materials
- 11 manufactured materials
- 12 components
- 13 prefabricated systems

#### Supply requirements

- 14 elimination or reduction of waste
- 15 recycling
- 16 price
- 17 quantity
- 18 quality
- 19 availability
- 20 lead time
- 21 life expectancy or deterioration
- 22 maintenance
- 23 storage and handling facilities
- 24 environmental issues
- 25 sustainability issues
- 26 health and safety issues
- 27 transportation
- 28 damage
- 29 loss or theft
- 30 after sales service
- 31 payment terms
- 32 cash flow

#### Users

- 33 principal contractors
- 34 sub-contractors
- 35 direct labour
- 36 the client, customer or their representative

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**Relevant occupations** Production Managers and Directors in Construction

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**Suite** Construction Site Management

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