

SEMLATA2-05 - H00H 04

Maintain stocks of resources, equipment and consumables for scientific or technical use



Overview

This unit covers the competences you need to assist with the maintenance of stocks of resources, equipment and consumables for scientific or technical use, in accordance with approved procedures and practices. You will be expected to select and use relevant knowledge, ideas, skills and procedures to complete well-defined tasks and address straightforward problems. You will be expected to complete tasks and procedures and exercise autonomy and judgement subject to overall direction or guidance. You will be required to work to the relevant workplace procedures, legislation and organisational policy, and to use good scientific or technical techniques and practices.

On completion of workplace activities, you will be required to show you have completed well-defined, generally routine tasks and can address straightforward problems, selecting and using the relevant scientific or technical skills and procedures. You will be expected to show you have identified, gathered and used relevant information to inform your actions and identify how effective these have been.

Your responsibilities will require you to comply with organisational policy and procedures for the scientific or technical activities undertaken, and to report any problems with the activities, materials or equipment that you cannot personally resolve, or that are outside your permitted authority, to the relevant people. You will work under a team leader, whilst taking responsibility for your own actions in the completion of tasks and procedures, whilst exercising a degree of autonomy and judgement. You will also be responsible for the quality and accuracy of the work that you carry out.

Your underpinning knowledge will provide a good understanding of scientific or technical facts, procedures and ideas to complete well-defined tasks and address straightforward problems in the workplace. You will have an understanding of the workplace process used, and its application, and will know about the scientific or technical equipment, materials and consumables in adequate depth to provide a sound background for carrying out the activities to the required specification. You will know how to interpret workplace information and ideas and be aware of the types of resources that are relevant to these scientific or technical activities.

You will understand the safety precautions required when carrying out the scientific or technical activities. You will be required to demonstrate safe working practices throughout, and will understand the responsibility you owe to yourself and others in the workplace.

SEMLATA2-05 - H00H 04

Maintain stocks of resources, equipment and consumables for scientific or technical use

Performance criteria

You must be able to:

- P1 ensure that your work is carried out in accordance with workplace procedures
- P2 use safe practices and the appropriate personal protection equipment (PPE) when doing scientific or technical activities
- P3 count stocks and confirm that they are with the maximum/minimum levels required for the scientific or technical activities
- P4 check the packaging information on individual stock items, and confirm that critical details are within acceptable limits
- P5 identify, record and communicate requirements to replenish stocks at specified re-order levels
- P6 check new stocks received against purchase orders and delivery notes and notify relevant people of any discrepancies or breakages
- P7 label and store items in the correct environment and location according to recommended procedures
- P8 correctly handle and transport stock items, using the appropriate methods and techniques
- P9 dispose, in the appropriate manner and locations, of stock or items that are damaged or outside acceptable limits for scientific or technical use
- P10 access and update records for scientific or technical stock levels in the information system
- P11 communicate the required information about the work done, in accordance with departmental and organisational procedures

SEMLATA2-05 - H00H 04

Maintain stocks of resources, equipment and consumables for scientific or technical use

Knowledge and understanding

You need to know and understand:

Sector specific

- K1 the health and safety requirements of the area in which you are carrying out the scientific or technical activities
- K2 the implications of not taking account of legislation, regulations, standards and guidelines when conducting scientific or technical activities
- K3 the scientific or technical techniques and processes you must use correctly in the workplace.

You need to know and understand:

Organisation specific

- K4 the importance of wearing protective clothing, gloves and eye protection for scientific or technical activities
- K5 the importance of correct identification, and any unique workplace coding system
- K6 the lines of communication and responsibilities in your department, and their links with the rest of the organisation
- K7 the limits of your own authority and to whom you should report if you have problems that you cannot resolve

You need to know and understand:

Equipment/Process specific

- K8 why it is important to maintain accurate records for scientific or technical resources, equipment and consumables
- K9 the types and range of scientific or technical resources, equipment and consumables used in the workplace, and how they have to be checked
- K10 how to check the packaging information on stock (such as batch numbers and expiry dates)
- K11 how and why it is important to identify materials or chemicals that should not be stored together
- K12 the range of storage environments used to store scientific or technical resources, equipment and consumables for workplace use
- K13 how to label new stock items correctly, and how to record the information in the workplace information system
- K14 where and how stock items should be stored so they remain suitable for scientific or technical use
- K15 how to monitor and control stock levels for scientific or technical use
- K16 how to dispose of waste or damaged stock items, in accordance with workplace procedures.
- K17 how to resolve issues with delivered damaged or incomplete replacement stock

SEMLATA2-05 - H00H 04

Maintain stocks of resources, equipment and consumables for scientific or technical use

Additional Information

Scope/range related to performance criteria

You must be able to:

1. check stock levels for three of the following:
 - 1.1 biological specimens and materials
 - 1.2 analysers, equipment or instruments
 - 1.3 electrical/electronic components/sub assemblies
 - 1.4 scientific or technical consumables
 - 1.5 scientific chemicals
 - 1.6 other (please specify)
2. check packaging for **five** of the following information:
 - 2.1 batch numbers
 - 2.2 safety data sheets
 - 2.3 volumes
 - 2.4 expiry dates
 - 2.5 delivery dates
 - 2.6 weights
 - 2.7 quantities
 - 2.8 hazard labels
 - 2.9 condition received
3. handle and transport **both** of the following types of material:
 - 3.1 scientific or technical chemicals
 - 3.2 scientific or technical equipment
4. check stock items held in **four** of the following storage environments:
 - 4.1 ambient temperature locations
 - 4.2 zero or low light locations
 - 4.3 equipment locations
 - 4.4 refrigerators/freezers
 - 4.5 hazardous chemical locations
 - 4.6 consumable item locations
5. access and update information on the information system for **all** of the following:
 - 5.1 booking items out from stock
 - 5.2 stock check levels
 - 5.3 booking items into stock
 - 5.4 stock usage
6. record details of the stock control, and communicate the details to the appropriate people, using:
 - 6.1 verbal reportplus **one** method from the following:
 - 6.2 written or typed report
 - 6.3 computer-based record
 - 6.4 specific workplace documentation
 - 6.5 electronic mail

SEMLATA2-05 - H00H 04

Maintain stocks of resources, equipment and consumables for scientific or technical use

Developed by SEMTA

Version number 1

Date approved May 2010

Indicative review date December 2015

Validity Current

Status Original

Originating organisation SEMTA

Original URN O45NLATA2-05

Relevant occupations Professional Occupations; Science Professionals; Science and mathematics; Science

Suite Laboratory And Associated Technical Activities Suite 2 2010

Key words laboratory, technical, LATA, biological specimens, scientific or technical consumables, analysers, safety data sheets, hazard labels, batch numbers