

SEMLATA3-13

Maintain and control stocks of all resources, equipment and consumables for workplace scientific or technical activities



Overview

This unit covers the competences you need to maintain and control stocks of all resources, equipment and consumables for workplace scientific or technical activities, in accordance with approved procedures and practices. You will be expected to identify and use relevant understanding, methods and skills to complete tasks and address problems that, whilst well defined, have a measure of complexity. You will be expected to initiate and complete tasks and procedures as well as exercise autonomy and judgement within limited parameters. You will also be aware of different perspectives or approaches used within the workplace.

On completion of workplace activities, you will be required to show you have addressed problems that, whilst well defined, may be complex and non-routine. You will be expected to show you have identified, selected and used appropriate scientific or technical skills, methods and procedures. You will use appropriate investigation to inform actions and review how effective these methods have been.

Your responsibilities will require you to comply with organisational policy and procedures for the scientific or technical operations 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 be expected to initiate and complete tasks and procedures, including, where relevant, taking responsibility for supervising or guiding others. You will be expected to exercise autonomy and judgement within limited parameters, taking personal responsibility for your own actions and for the quality and accuracy of the work that you carry out. You will be expected to work to instructions, with a minimum of supervision, either on your own or as part of a team

Your underpinning knowledge will enable you to use factual, procedural and theoretical understanding to complete scientific or technical tasks and address problems that, whilst well defined, may be complex and non-routine. You will be able to interpret and evaluate relevant workplace information and ideas. You will have an understanding of the scientific or technical process used, and its application, and will know about the equipment, materials and consumables in adequate depth to provide a sound background for carrying out the activities to the required specification.

You will understand the safety precautions required when carrying out 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.

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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 delivery notes; label and store items in the correct environment and location
- P7 correctly handle and transport stock items, using the appropriate methods and techniques
- P8 dispose, in the appropriate manner and locations, of stock or items that are damaged or outside acceptable limits for scientific or technical use
- P9 access and update records for stock levels in the information system
- P10 communicate the required information about the work done, in accordance with departmental and organisational procedures

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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 using the correct handling techniques and aids when moving chemicals, materials, equipment and consumables
- K6 the importance of correct identification, and any unique workplace coding system
- K7 the organisational requirements for maintaining the security of the workplace (e.g. access or aseptic conditions)
- K8 the lines of communication and responsibilities in your department, and the links with the rest of the organisation
- K9 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

- K10 why it is important to maintain accurate records for stocks of chemicals, materials, equipment and consumables
- K11 the types and range of chemical, materials, equipment and consumables used, and how they have to be checked
- K12 how to check the packaging information on stock (such as batch numbers and expiry dates)
- K13 how and why it is important to identify materials or chemicals that should not be stored together
- K14 the range of storage environments used to store chemicals, materials, equipment and consumables for use
- K15 how to label new stock items correctly, and how to record the information in the information systems
- K16 where and how stock items should be stored so they remain suitable for use
- K17 how to monitor and control stock levels for all resources
- K18 how to dispose of waste or damaged stock items, in accordance with

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- workplace procedures
- K19 how to resolve issues with receiving damaged or incomplete replacement stock
- K20 the document control and reporting procedures that should be used
- K21 the reasons why effective communication is important, and the methods used for communicating effectively

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Additional Information

**Scope/range
related to
performance
criteria**

You must be able to:

1. check stock levels for three of the following:
 - 1.1 chemicals
 - 1.2 glassware
 - 1.3 consumables
 - 1.4 equipment
 - 1.5 other (please specify)
2. check **four** of the following for stock items:
 - 2.1 batch numbers
 - 2.2 delivery dates
 - 2.3 expiry dates
 - 2.4 hazard labels
 - 2.5 quantities
 - 2.6 safety data sheets
 - 2.7 volumes
 - 2.8 weights
 - 2.9 good received condition
3. handle and transport **all** of the following types of material:
 - 3.1 chemical
 - 3.2 equipment
 - 3.3 heavy/bulky items
4. transport stock using **all** the following methods::
 - 4.1 manual handling
 - 4.2 moving aids (e.g. trolley)
 - 4.3 with assistance from others
5. check stock items held in **four** of the following storage environments:
 - 5.1 ambient temperature locations
 - 5.2 hazardous chemical locations
 - 5.3 refrigerators/freezers
 - 5.4 equipment locations
 - 5.5 zero or low light locations
 - 5.6 consumable item locations
 - 5.7 secure locations
6. access and update scientific or technical information system data for **all** of the following:
 - 6.1 booking items out from stock
 - 6.2 booking items into stock
 - 6.3 stock check levels
7. record and communicate details of the work done, to the appropriate people, using:
 - 7.1 verbal reportplus **one** method from the following:

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- 7.2 written or typed report
- 7.3 computer-based record
- 7.4 specific workplace documentation
- 7.5 electronic mail

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