

# SFLWS17 - H2CK 04

## SfL17 Keep stock at required levels



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### Overview

#### **What this standard is about**

This standard is about checking stock to ensure that appropriate stock levels are maintained. It is also about stock rotation and the identification of stock.

#### **Who this standard is for**

This standard is relevant to all operatives at every level in logistics operations. Operatives could, for example, be working in warehousing and storage, transport, or freight forwarding

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#### Performance criteria

*You must be able to:*

- P1 find out what **stock levels** are required by the organisation
- P2 check the existing stock to find out how much is still available
- P3 identify correctly any damaged, faulty, or out of date items and move them to the appropriate location
- P4 follow stock rotation methods to ensure that stock is utilised effectively
- P5 handle goods using safe and correct handling methods
- P6 label stock accurately according to organizational requirements
- P7 position stock in the correct locations for further use
- P8 update the **stock records** promptly and accurately after replenishing stock
- P9 identify any problems with keeping stock at the required level, and take the appropriate action to deal with them
- P10 record work according to organisational procedures
- P11 comply with the organisation's procedures and all relevant **legal, safety and operating requirements** relating to keeping stock at required levels

### Knowledge and understanding

*You need to know and understand:*

- K1 why it is important to keep stock at the required levels
- K2 how to check whether stock needs replenishing, and when to make checks
- K3 how to recognise damaged, faulty, or out of date stock, and how to deal with it
- K4 stock rotation methods for different types of stock
- K5 **handling methods** for specific types of goods
- K6 how to label stock
- K7 how to position stock correctly
- K8 **stock control systems** used in the organisation
- K9 types of problem arising from keeping stock
- K10 roles and responsibilities of different **colleagues**
- K11 the relevant **legal, safety and operating requirements** relating to keeping stock at required levels

### Additional Information

#### Glossary

1. **Stock levels:** procurement level, pick face level, daily usage
2. **Handling methods:** manual, mechanical, gravity
3. **Stock records:** manual, computerised, warehouse management systems
4. **Stock control systems:** manual, computerised, warehouse management systems, radio frequency
5. **Colleagues:** permanent, temporary, agency staff
6. **legal, safety and operating requirements** safety regulations, codes of practice, load restrictions, working time directive, transport regulations

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<b>Developed by</b>	Skills for Logistics
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<b>Originating organisation</b>	Skills for Logistics
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<b>Relevant occupations</b>	Transportation operations and maintenance; Retailing and wholesaling; Warehouse and distribution; Service enterprises; Quality and Customer Care Managers; Managers in Distribution, Storage and Retail; General; Skilled Trades Occupations; Plant and Machine Operatives; Transport Drivers and Operatives; Elementary Goods Storage Occupations; Transport Associate Professionals
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<b>Suite</b>	Warehousing and Storage
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<b>Key words</b>	Stock, Levels, Rotate, Rotation, Handling
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