
Overview

What this standard is about

This standard is about checking stock levels and stock records as part of a planned audit or as requested. It deals with identifying individual roles and responsibilities and the organisations reporting procedures when undertaking a stock check, and the preparation and process of checking stock levels and stock records.

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

Performance criteria

You must be able to:

- P1 confirm when you are required to carry out a **stock check**, its purpose and how to report your findings
- P2 confirm which resources are available to carry out the **stock check**
- P3 ensure that all relevant people know their individual roles and responsibilities
- P4 report the progress of the **stock check** to the relevant people
- P5 ensure that the results of the **stock check** are accurately recorded and collated
- P6 check your findings against records to identify discrepancies
- P7 identify any relevant health, safety, and security issues relating to the **stock check** and the actions arising from it
- P8 identify any problems with carrying out the **stock check** and take the appropriate action to deal with them
- P9 investigate discrepancies, priorities them and resolve them as far as you can within the scope of the **stock check**
- P10 distribute your report to the relevant people
- P11 comply with the organisation's procedures and all relevant **legal, safety and operating requirements** relating to **stock check**

Knowledge and understanding

You need to know and understand:

- K1 importance of **stock check**, their purpose, and how often they are required
- K2 the format, structure, and content of the **stock check** reports required by the organisation
- K3 resources needed to undertake a **stock check**, and how to obtain them
- K4 how to identify discrepancies in stock figures and records
- K5 stock control systems used in the organisation
- K6 types of issues that may arise from **stock check**, and how to deal with them
- K7 organisational procedures that apply to health and safety in the workplace
- K8 reporting responsibilities and information systems used by the organisation for specific work activities
- K9 roles and responsibilities of different **colleagues**
- K10 the relevant **legal, safety and operating** requirements relating to **stock check**

Additional Information

Glossary

1. **Stock check:** audit, count, recount, reconciliation
2. **Colleagues:** permanent, temporary, agency staff
3. **legal, safety and operating requirements** safety regulations, codes of practice, load restrictions, working time directive, transport regulations

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SfL34 Check stock levels and stock records

Developed by	Skills for Logistics
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Originating organisation	Skills for Logistics
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Relevant occupations	Environmental conservation; Transportation operations and maintenance; Retailing and wholesaling; Warehouse and distribution; Managers in Distribution, Storage and Retail; General; Skilled Trades Occupations; Vehicle Trades; Transport Drivers and Operatives; Elementary Goods Storage Occupations; Transport Associate Professionals
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Suite	Warehousing and Storage
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Key words	Check, Stock, Levels, records
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