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**Overview**

This standard covers the skills you need to assist with the maintenance and control of stocks of resources, equipment and consumables for scientific or similar uses, in accordance with approved procedures, organisational policy and practices. You will complete tasks and procedures, exercise autonomy and judgement subject to overall direction or guidance. You will report any problems with the activities, materials or equipment that you cannot personally resolve. You will work under a team leader whilst taking responsibility for the quality and accuracy of the work that you carry out.

Maintaining stocks at the right level, within critical limits and in the right environment is important for the smooth running of the workplace. Stock levels should be accurately labeled, recorded, handled, transported, stored and disposed of according to workplace procedures. Failure to do so will result in incorrect stock levels, incorrect labeling and contribute to inefficiency and wastage.

underpinning knowledge will provide a good understanding of scientific or similar facts, procedures, workplace processes and ideas to complete well-defined generally routine tasks and address straightforward problems in the workplace.

Who this standard is for

The standard is recommended for new recruits and junior laboratory staff.

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**Performance**

**criteria**

- You must be able to:
- P1 ensure that your work is carried out in accordance with workplace procedures, health and safety, environmental and other relevant regulations and guidelines
  - P2 count stocks, confirm that they are within the maximum/minimum levels required for the scientific and related activities and update records in the information system
  - P3 check the packaging information on individual stock items, and confirm that critical details are within acceptable limits
  - P4 identify, record and communicate requirements to replenish stocks at specified re-order levels
  - P5 check new stocks received against purchase orders and delivery notes and notify relevant people of any discrepancies or breakages
  - P6 label and store items in the correct environment and location and update records in the information system
  - 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 and related uses
  - P9 communicate the required information about the work done to authorised people

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**Knowledge and understanding**

**You need to know and understand:**

- K1 the health and safety and other legislative requirements of the area in which you are carrying out the scientific or similar activities
- K2 the scientific or similar techniques and processes you must use correctly in the workplace
- K3 the limits of your own authority and to whom you should report if you have problems that you cannot resolve
- K4 the importance of correct identification, and any unique workplace coding system
- K5 why it is important to maintain accurate records for scientific or similar resources, equipment and consumables
- K6 the types and range of scientific or similar resources, equipment and consumables used in the workplace, and how they have to be checked
- K7 how to check the packaging information on stock (such as batch numbers and expiry dates), labelling new stock items correctly and recording in the information system
- K8 the range of storage environments used to store scientific or similar resources, equipment and consumables for workplace use
- K9 how to monitor and control stock levels for scientific or similar uses
- K10 how to dispose of waste or damaged stock items, in accordance with workplace procedures
- K11 how to resolve issues with delivered damaged or incomplete replacement stock

## COGLS205(SQA Unit Code-H6F5 04)

Maintain stocks of resources, equipment and consumables in life sciences and related industries



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<b>Developed by</b>	Cogent
<b>Version number</b>	1
<b>Date approved</b>	October 2013
<b>Indicative review date</b>	October 2018
<b>Validity</b>	Current
<b>Status</b>	Original
<b>Originating organisation</b>	Cogent
<b>Original URN</b>	COGLS205
<b>Relevant occupations</b>	Associated Professionals and Technical Occupations; Science and Mathematics; Science; Science and Engineering Technicians; Professional Occupations; Science Professionals
<b>Suite</b>	Life Sciences and Related Industries 2
<b>Key words</b>	Laboratory; workplace; analysing; DNA; gel electrophoresis

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