
Overview

This standard is about maintaining stocks of and issuing stationery or other products. It includes ordering stock from internal or external suppliers, handling and storing stock safely and securely, keeping accurate records of stock and disposing of unwanted or damaged items safely in line with procedures. It is for administrators who maintain and issue products as part of their role.

CFABAF141 - SQA Unit Code H985 04

Maintain and issue stock items

Performance criteria

Maintain stock levels

You must be able to:

- P1 maintain stock items to required levels
- P2 handle and store stock safely and securely, maintaining its condition
- P3 follow relevant organisational procedures
- P4 carry out stock-takes, as instructed, and report problems
- P5 order stocks from suppliers
- P6 chase-up orders with suppliers
- P7 check incoming deliveries against orders and report any problems
- P8 keep up-to-date, accurate and legible records of stocks delivered and held

Issues stock items

You must be able to:

- P9 issue stock items as requested, following organisational procedures
- P10 keep up-to-date, accurate and legible records of stock items issued
- P11 dispose of unwanted or damaged stock items safely, following organisational procedures and legal requirements
- P12 identify and recommend ways in which the system for receiving and issuing stock could be improved

Knowledge and understanding

You need to know and understand:

- K1 the requirements for ordering, taking delivery, storing, stock-taking, issuing and disposing of stock items
- K2 the types of problems that may occur with deliveries and stock items and how to deal with these correctly
- K3 methods of keeping up-to-date, accurate and legible records of stock items
- K4 the current level of demand for stock items and factors which may affect future levels of demand
- K5 how to handle and store stock items safely and securely
- K6 the different suppliers to order from
- K7 any differences in the way stock items are ordered from internal and external suppliers
- K8 organisational procedures for issuing stock items
- K9 the circumstances in which receipts may be required for stock items issued
- K10 how to recommend improvements to systems
- K11 correct procedures for safe disposal of unwanted or damaged stock items

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Additional Information

Skills

1. auditing
2. checking
3. communicating
4. recording
5. reporting

Links to other NOS Business Resources

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