

Overview

This standard covers the skills and knowledge required to be able to identify and monitor stock levels, deal with discrepancies and stock rotation. Knowledge of when and how to recommend changes in stock levels, the link between stock and profitability and also how to maintain records are included. Finally the standard is also concerned with problems and possible solutions.

The standard is aimed at operatives working in glass distribution and warehousing roles.

Performance criteria

You must be able to:

1. conduct stock checks following standard operating procedures and safe working practices
2. record stock movement following standard operating procedures
3. confirm details of stock checks are recorded following standard operating procedures
4. identify minimum and maximum stock levels required to meet specifications
5. identify needs to amend stock levels required to meet specifications
6. recommend amending stock levels required to meet specifications
7. monitor minimum and maximum stock levels required to meet specifications
8. obtain information on amount of stock held
9. confirm stock rotation is carried out following company procedures

Knowledge and understanding

You need to know and understand:

1. systems in place for carrying out and recording stock checks
2. how stock movement is recorded
3. how to identify minimum and maximum stock levels
4. how to identify need to amend stock levels
5. when and how to recommend amending stock levels
6. why it is important to monitor minimum and maximum stock levels
7. when and how to carry out stock checks to minimise disruption and ensure accurate figures, including frequency, timing, personnel involved and safe systems of work
8. ways of obtaining information on amount of stock held
9. how to record accurate information of the stock check following company procedures
10. what is meant by stock rotation
11. why stock rotation is important
12. potential problems with ensuring stock rotation is carried out
13. relationship between stock levels and profitability
14. factors other than amount of stock that can affect profitability
15. types of discrepancies that can appear at stock checks
16. possible reasons for each type of discrepancy
17. procedures for dealing with discrepancies
18. process for dealing with damaged or faulty products discovered during stock checks
19. problems in maintaining accurate stock records
20. how to minimise the problems identified

Monitor stock levels and maintain records

Developed by GQA

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Relevant Occupations Glass and Ceramic Maker Decorator Finisher

Suite Glass Processing

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