## **SDS0438** **(J8DA 45)**

## Receiving Stock

### Candidate’s statement

I confirm that the evidence detailed in this unit is my own work.

|  |  |
| --- | --- |
| Candidate’s name |  |
| Candidate’s signature |  |
| Date |  |

### Assessor’s statement

I confirm that the candidate has achieved all the requirements of this unit.

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| --- | --- |
| Assessor’s name |  |
| Assessor’s signature |  |
| Date |  |
| Countersigning Assessor’s name(if applicable) |  |
| Countersigning Assessor’s signature(if applicable) |  |
| Date |  |

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### Internal Verifier’s statement

I confirm that the candidate’s sampled work meets the standards specified for this unit and may be presented for external verification.

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| Internal Verifier’s name |  |
| Internal Verifier’s signature |  |
| Date |  |
| Countersigning Internal Verifier’s name (if applicable) |  |
| Countersigning Internal Verifier’s signature (if applicable) |  |
| Date |  |

|  |  |
| --- | --- |
| External Verifier’s initials (if sampled) |  |
| Date |  |

#### Unit overview

To receive stock to meet organisational policies and procedures.

#### Sufficiency of evidence

There must be sufficient evidence to ensure that the candidate can consistently achieve the required standard over a period of time in the workplace or approved realistic working environment.

#### Performance criteria (What you must do)

There must be evidence for **all** PCs (ie: 1-7).

The assessor **must** assess the majority of the PCs by directly observing the candidate’s work.

1. Checking relevant stock areas to ensure they are clean, clear and secured against unauthorised access in line with organisational policies and procedures.
2. Checking stock documentation to confirm organisational stock level requirements.
3. Reporting stock discrepancies to appropriate personnel in line with organisational policies and procedures.
4. Checking condition of stock meets organisational quality requirements.
5. Transporting stock in line with organisational safety procedures to prevent causing damage to stock during transportation.
6. Recording details of stock received, including discrepancies, in line with organisational policies and procedures.
7. Handling and disposing of waste in line with relevant legislative requirements and organisational procedures.

#### Performance criteria evidence

| **Evidence reference** | **Evidence description** | **Date** | **PC1** | **PC 2** | **PC 3** | **PC 4** | **PC5** | **PC 6** | **PC 7** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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#### Scope / range (What you must cover)

No scope / range is stipulated for this unit.

#### Knowledge and understanding (What you must know and understand)

For those knowledge statements that relate to **how** the candidate should do something, the assessor may be able to infer that the candidate has the necessary knowledge from observing their performance or checking products of their work. In **all** other cases, evidence of the candidate’s knowledge and understanding must be gathered by alternative methods of assessment (eg oral or written questioning).

| **Knowledge statement** | **Evidence reference** | **Date** |
| --- | --- | --- |
| 1. Health, safety and environmental regulations, safe and hygienic working practices and organisational policies and procedures when receiving stock. |  |  |
| 2. Types of stock items used in the organisation and their storage requirements. |  |  |
| 3. Why storage areas should be secured from unauthorised access and the importance of this. |  |  |
| 4. Processes for reporting stock discrepancies and how to do this. |  |  |
| 5. Quality indicators to look for when dealing with stock. |  |  |
| 6. Quality and quantity stock issues that may occur during the receipt of stock and how to deal with these. |  |  |
| 7. Different methods used to safely transport stock using manual and mechanical means. |  |  |
| 8. How to complete accurate stock records and where to store them. |  |  |
| 9. Types of waste within your remit and organisational procedures and relevant legislative requirements for handling and disposing of waste. |  |  |
| 10. The importance of environmental good practice and sustainability and how to apply this in your area of responsibility. |  |  |

#### Supplementary evidence

| **Reference** | **Evidence description** | **Date** |
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#### Assessor feedback on completion of the unit: