

# PRODSO10

## Handle and store dimension stone products and materials



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### Overview

This standard is concerned with the storage of dimension stone products and materials. The products and materials should be stored in the correct location, ready and available for use in the next stage of production or delivery. It is also important that you can monitor the levels of products and materials to identify any situations that might require further action.

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### Performance criteria

*You must be able to:*

- P1 comply with health and safety requirements and procedures at all times
- P2 handle the products and materials in a way that prevents damage to them and their surrounding environment
- P3 store the products and materials according to organisational and statutory requirements
- P4 store the products and materials to ensure they are accessible to others
- P5 use handling equipment that is suitable and minimise wear and tear on the equipment
- P6 identify any problems relating to the storage of products and materials, and deal with them according to standard operating procedures
- P7 record information on the storage of products and materials in the appropriate information systems
- P8 identify the products and materials that are used during work
- P9 ensure consumables are used according to their expiry dates
- P10 obtain accurate information on the stock levels of products and materials that are available or being used
- P11 ensure stock levels are maintained to meet requirements
- P12 identify any trends in the use of products and materials that require further action
- P13 identify any problems relating to the stock levels of products and materials and deal with them according to standard operating procedures
- P14 record information on the stock levels of products and materials in the appropriate information systems

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### Knowledge and understanding

*You need to know and understand:*

- K1 the relevant health and safety responsibilities and obligations
- K2 the relevant health and safety procedures that need to be followed
- K3 the methods for storing different types of products and materials
- K4 the requirements for access to the products and materials
- K5 the consumables that are stored, and where they are stored
- K6 the type(s) of equipment should be used when storing products and materials
- K7 the type(s) of problems can occur during storage, and the standard operating procedures for dealing with them
- K8 how to obtain information on the quantity and quality of products and materials
- K9 the production requirements for different materials
- K10 the type(s) of trends in the use of products and materials that could occur
- K11 the type(s) of problems that can occur with stock levels, and the standard operating procedures for dealing with them
- K12 the information systems that should be used
- K13 the importance of using the information systems

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<b>Originating organisation</b>	Proskills
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