### TSC Category
Business Management

### TSC
Inventory Control

### TSC Description
Manage receipt, dispatch and storage of merchandise, and monitor and maintain stock control to oversee the purchase of stocks for production effectively

<table>
<thead>
<tr>
<th>TSC Proficiency Description</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
<th>Level 6</th>
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<tr>
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<td>LNS-SCL-2004-1.1</td>
<td>LNS-SCL-3004-1.1</td>
<td>LNS-SCL-4004-1.1</td>
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<tr>
<td>Maintain accurate records of the storage and movement of stocks and identify stock discrepancies</td>
<td>Supervise and monitor receipt and movement of stocks according to stock plans</td>
<td>Implement and monitor stocktaking procedures, interpret inventory information, investigate and document missing or damaged stocks in accordance to organisational stock control procedure</td>
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#### Knowledge
- Types of stocks and/or merchandise in the stores
- Organisational procedures for stocktaking, handling stock discrepancies, shrinkage prevention, returns, exchange and dispatch of products
- Organisational quality standards for products
- Types of documents when returning/exchanging/discharging products
- Physical inventory counts and FIFO/LIFO
- Organisational stock control procedures for receipt, verification and dispatch of merchandise received from suppliers
- Organisational stock control processes for recording, storage and handling of merchandise, shrinkage prevention, waste removal and environmental protection and safety and security control
- Types of stocks and/or merchandise in the stores
- Storage and equipment maintenance
- Organisational stock control procedures for receipt, verification and dispatch of merchandise received from suppliers
- Organisational stock control processes for recording and storage of merchandise, shrinkage prevention, waste removal and environmental protection, storage and handling of goods and safety and security control
- Cost-effective and efficient methods of stock movement in the organisation
- Security measures for stock control procedures

#### Abilities
- Prepare stock plans
- Process and follow up on stock re-orders
- Monitor receipt and dispatch of goods
- Conduct audits to check quantity, documentation and quality of goods received in accordance with organisational procedures
- Align stock plans in accordance with organisational stock control procedures and systems
- Monitor movement of stocks according to stock plans
- Keep accurate documentation on stock inventories
- Manage the implementation of organisational stock control procedures and systems
- Determine cost-effective and efficient methods for stock movement according to store policies
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<tr>
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<td>Identify and resolve stock discrepancies promptly in accordance with organisational procedures</td>
<td>Analyse sales figures and stock counts to adjust stock reorder levels accurately</td>
<td>Maintain budgeted and/or target Stock Keeping Units (SKU) levels</td>
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<td>Identify, monitor and report fast or slow moving stocks</td>
<td>Recommend ways to improve stock turnover rate and reduce stock-on-hand</td>
<td>Organise, monitor and evaluate staff training on stocktaking procedures</td>
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<td>Monitor and maintain stock levels and records</td>
<td>Implement contingency plans with regards to stock delivery times</td>
<td>Ensure stock records are completed in accordance with organisational stock take control procedures</td>
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<td>Coordinate stock takes and/or cyclical counts</td>
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<td>Ensure stock discrepancies are recorded in accordance with organisational policies and procedures</td>
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<td>Identify and take actions on obsolete, redundant, soiled and damaged stocks in accordance with organisational policies and procedures</td>
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