

### P306 : Goods Storage and Handling

**This DOCUMENT and any linked FORMS have been created to provide specific requirements under the Amalgamated Operating System. For additional information and guidance, please refer to the associated HELP pages**

### Aim/Justification

To ensure critical goods are stored and handled correctly from a stock management perspective. The main focus is on chemical products.

### Links

Procedures, forms, help pages and other documents relevant to this procedure are:

- P262 Receipt of Goods Inwards
- P263 Supplier Assessment and Approval

### Distribution

This procedure is intended to be used by:

- All personnel involved with handling goods in secured and managed goods storage areas

## POLICY

### P1 Controlled Stock

This procedure is only required where tight control is needed over stock levels, or in the case of chemicals, where a regulatory authority or client with special needs requires a higher level of stock management that is outside the scope of normal operations (e.g. aircraft disinsection).

### P2 Authority to Declare Controlled Stock

The authority to declare a stocked item as “Controlled Stock” primarily rests with the branch manager. However higher level management in the APC Group (e.g. Head Office Admin) can declare a particular stock item as “Controlled Stock” in which case it is mandatory for all the relevant persons to comply with this procedure for that item.

## Goods Storage and Handling

### 1.0 General Requirements

When storing or handling any goods in stock, factors that must be considered include, but are not limited to:

- Handling procedures in accordance with manufacturer’s and WHS guidelines (e.g. PPE, Lifting, Transport)
- Appropriate spill response kits for the type of products being stored.
- Sufficient release containment for chemicals and other hazardous products (e.g. adequate bunding for liquid chemicals)
- Security
- Environmental Concerns
- Appropriate signage
- Regulatory requirements (e.g. in the case of chemicals, correct storage requirements as required by regulations and manufacturer’s requirements – ie. To maintain security, contain spillage, correct signage etc)
- Health and safety of staff and the public.

### 2.0 Stock Records

- Stock records must be maintained in some form that suits the needs and requirements of the store. Basic information about a controlled stock item must include:
  - Stock Item ID and/or Description
  - Unit Size (e.g. 5L Tin, 10kg bucket, 20m length)
  - Quantity of Units on Hand
  - Location of Stock Item in the store (for large stores only)
- In the case of controlled stock items that are chemicals or other goods that have limited shelf life the following must also be recorded:
  - Batch Numbers
  - Expiry Date (if available from the manufacturer)

### 3.0 Stock Received

- When controlled stock is received, stock should be inspected to ensure it is not defective.
- If the goods are defective or not within specification refer to P262 Receipt of Goods Inwards.
- Update the stock records. Ensure batch numbers and expiry dates (where applicable) are recorded and checked.
- In the case of controlled stock items that are chemicals or other goods that have limited shelf life, the method of storage must be “First In First Out” (i.e. new product goes to the back so that older stock gets used up first).
- In the case of chemicals or other dangerous goods, potential for spillage should be determined and the products should be stored in a manner to contain spillage or release (e.g. all liquid chemicals to be stored in a suitably bunded area).

### 4.0 Stock Dispatched

- In the case of controlled stock items that are chemicals or other goods that have limited shelf life, select the oldest product first. Where applicable, the expiry date should be checked to ensure that the goods can still be used.
- When controlled stock is dispatched, stock should be inspected to ensure it is not defective. If goods are found to be defective see 6.0 Defective Goods.
- The stock records must be updated. Ensure batch numbers of goods dispatched are recorded (where applicable).

### 5.0 Periodic Stock Take and Compliance Audit

- A stock take should be conducted at least annually.
- All controlled stock that is being recorded should be checked. The following checks should be conducted and stock records updated accordingly:
  - Actual quantity of units on hand.
  - Current location of stock.
  - Where applicable – expiry dates on goods are still valid.
- If goods are found to be defective see 6.0 Defective Goods
- Where discrepancies exist in controlled stock records, including quantity variations, stock locations, inappropriate storage locations etc, advise the branch manager immediately so the issues can be resolved.
- Compliance with all storage requirements must also be reviewed with regard to Section 1.0 and 2.0. This includes (but is not limited to):
  - Documentation
  - Adequate containment
  - Spill kit supplies
  - Signage
  - Changes in regulatory compliance

### 6.0 Defective Goods

- If goods are found to be defective:
  - Dispose of the goods in an appropriate manner.
  - Update the stock records.
  - Advise branch manager of the situation to determine if wastage can be avoided in the future.

### End of Procedure