COGESA7.14

Audit stock levels and stock inventories for explosive substances and/or articles

Overview

This standard covers the competences you need to audit stock levels and stock inventories for explosive substances and/or articles in accordance with approved procedures and practices.

You will be required to demonstrate that you can confirm the requirements of the audit taking prompt and appropriate action to resolve any problems in accordance with approved procedures and practices.

This activity is likely to be undertaken by someone whose work role involves Weapons, Ordnance, Munitions or Explosives work activities. This includes those working as storage supervisors.

Performance criteria

You must be able to:

P1 work safely at all times, complying with health and safety, environmental and other relevant regulations, legislation and guidelines
P2 confirm the requirements of the audit
P3 confirm the available resources to carry out the audit
P4 take prompt and appropriate action to resolve any problems
P5 allocate responsibilities appropriately
P6 communicate the requirements of the audit plan clearly
P7 adhere to entry, exit and security procedures
P8 check on audit progress at appropriate intervals, and resolve any problems
P9 investigate any discrepancies, prioritizing and resolving them, within the level of your authority
P10 complete and distribute the audit report in accordance with your organization's procedures

Knowledge and understanding

You need to know and understand:

K1 the health, safety and environmental and other statutory legislation, regulations and safe working practices and procedures governing explosives and their implications for your area of work
K2 the relevance of personal protective equipment (PPE)
K3 the nature, characteristics, risks and hazards of the explosive substance and/or article
K4 the actions to be taken in response to an unplanned event
K5 the importance of auditing stock levels and stock inventories
K6 the requirements of the audit plan
K7 how often audits are required by your organization
K8 the information held in the stock inventory and how to access it
K9 how to investigate discrepancies revealed by the audit
K10 how to interpret information and recommend corrections to the stock inventory
K11 how to anticipate and prevent difficult situations
K12 the resources you need to be able to carry out an audit
K13 the importance of communicating the audit programme and how it is likely to affect the work of colleagues
K14 the roles and responsibilities of audit team members
K15 audit management techniques
K16 entry, exit and security procedures
K17 audit reporting procedures

Scope/range

1. Audit level: full; partial
2. Resources: full; limited
3. Discrepancies: type; quantity; location; condition

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