

Specification of Competency Standards
for the Automotive Industry
Unit of Competency

Functional Area - Parts Management

Title	Deliver and transport parts and accessories
Code	108601L2
Range	This unit of competency is applicable in the sales department of vehicle parts and accessories, inventory control and management departments as well as procurement control department. Practitioners should be able to deliver and transport the parts and accessories in an effective manner, enabling accurate and speedy arrival of the parts and accessories to the destination.
Level	2
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge (The transportation requirements of parts and accessories and the logistics procedure)</p> <ul style="list-style-type: none"> • Know the characteristics of parts and accessories as well as transportation requirements. • Know the organisation's labelling system of parts and accessories and its characteristics. • Know the characteristics of different transportation devices. • Know various kinds of communication facilities employed by the organisation. • Know the established procedure for the acceptance, delivery and transportation of parts and accessories • Know the organisation's filing system with respect to the acceptance, delivery and transportation of parts and accessories. <p>2. Performance (Deliver and transport parts and accessories)</p> <ul style="list-style-type: none"> • Deliver and transport the parts and accessories according to established procedure: <ul style="list-style-type: none"> ○ Implement with the verification procedure for the delivery and transportation of parts and accessories (including the quantity) ○ Safeguard the parts and accessories during the transportation process, such as ways to secure them on the transportation device ○ The transportation method, procedure and transportation route of parts and accessories (including contingency route) ○ The temporary arrangement for allocation of resources ○ The documents pertaining to the delivery of parts and accessories ○ Report damages on the parts and accessories • Arrange the transportation order of parts and accessories according to the total transportation quantity, their characteristics and degrees of urgency. • In accordance with the established performance indicators governing the delivery and transportation of parts and accessories, review the efficiency of the whole process and report any procedural deficiency to the supervisor in note form
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are that the assessee shall prove that he/she is:</p> <ul style="list-style-type: none"> • Capable of enabling accurate and speedy arrival of the parts and accessories to the destination safely in accordance with the established guidelines on the delivery and transportation procedure of parts and accessories; and • Capable of reporting any procedural deficiency to the supervisor with regard to the efficiency of delivery and transportation of parts and accessories.

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Remark	The credits value of this unit of competency is set on the presumption that the assessee has already possessed basic knowledge of occupational safety and health. They also possess the capability to identify general vehicle parts and accessories.
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