

**Specification of Competency Standards**  
**for the Automotive Industry**  
**Unit of Competency**

Functional Area - Parts Management

Title	Implement vehicle parts stocktaking activities
Code	108603L2
Range	This unit of competency is applicable in vehicle parts store. Practitioners should be able to conduct stocktaking of vehicle parts according to the manufacturer's instructions, keeping those stock record, maintaining stock level and providing written report.
Level	2
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge (Stocktaking in vehicle parts operation)</p> <ul style="list-style-type: none"> <li>• Understand the stock records to identify parts.</li> <li>• Understand to monitor and check on the progress of a major stocktake.</li> <li>• Understand the frequency for stocktaking.</li> <li>• Understand to report on the results of stocktaking and the type of reports used.</li> </ul> <p>2. Performance (Carry out stocktaking in vehicle parts operation)</p> <ul style="list-style-type: none"> <li>• Use the correct format to report the stock records.</li> <li>• Chose suitable time according to the stock record for stocktaking.</li> <li>• Provide written report after stocktaking.</li> </ul>
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"> <li>• Capable of following manufacturer's instruction to take the stocking procedure; and</li> <li>• Capable of providing written report after the stocking procedure.</li> </ul>
Remark	