

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

Functional Area - Parts Management

Title	Store auto parts and accessories
Code	108611L3
Range	This unit of competency is applicable to the practitioners of the warehouse of auto parts and accessories, inventory control and management department as well as the sales department for effective protection and storage of goods according to the established guidelines of the organisation.
Level	3
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge (Auto parts and accessories, and the characteristic of transportation devices)</p> <ul style="list-style-type: none"> <li>• Good understanding of the characteristics of auto parts and accessories.</li> <li>• Master the methods to store and protect auto parts and accessories</li> <li>• Identify the applicability of different transportation devices.</li> <li>• Identify the applicability of different protective materials.</li> <li>• Good understanding of the organisation's labelling system for auto parts and accessories.</li> <li>• Good understanding of the basic knowledge in occupational safety, health, environmental protection and handling of dangerous goods/chemicals.</li> </ul> <p>2. Performance (Store auto parts and accessories)</p> <ul style="list-style-type: none"> <li>• Categorize, protect and store the goods effectively according to the organisation's guidelines on storage of goods, such as: <ul style="list-style-type: none"> <li>○ Verify the categories of goods (general or dangerous goods)</li> <li>○ Carry out the protection of goods and packaging specification (e.g. protective materials and the environmental requirements for storage of goods)</li> <li>○ Fulfil the security and environmental requirements for the storage of precious properties (e.g. auto and electronic parts)</li> <li>○ Verify the quantity of goods and storage areas (including differentiate them from existing inventory)</li> <li>○ Report on damages of stored goods</li> </ul> </li> <li>• Execute the labelling procedure for the location of stored vehicles, auto parts and accessories.</li> <li>• Carry out the contingency measures established by the organisation, for special cases (e.g. incorrect bar code or quantity of goods; insufficient storage areas)</li> <li>• Reflect procedural deficiency to the supervisor or respective counterpart in note form.</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are that the practitioner being assessed shall prove that he/she is:</p> <ul style="list-style-type: none"> <li>• Capable of enabling effective protection and appropriate storage location for auto parts and accessories according to the guidelines on storage of goods established by the organisation;</li> <li>• Capable of carrying out contingency procedure according to the established guidelines of the organisation; and</li> <li>• Capable of reflecting procedural deficiency regarding the storage of auto parts and accessories to the supervisor or the respective counterpart, so as to enhance the efficiency of protection and storage of goods.</li> </ul>
Remark	The credits value of this unit of competency is set on the presumption that the practitioner has already possessed the capability to identify auto parts and accessories.