

Specification of Competency Standards
for the Automotive Industry
Unit of Competency

Functional Area - Parts Management

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| Title | Manage the documentary system for auto parts and accessories inventory |
| Code | 108615L4 |
| Range | This unit of competency is applicable to the practitioners of inventory control and management department for effectively managing the inventorial documents and software to ensure normal supply of parts and accessories. |
| Level | 4 |
| Credit | 3 (For Reference Only) |
| Competency | <p>Performance Requirements</p> <p>1. Knowledge (Auto parts and accessories inventory, use of computer and word processing)</p> <ul style="list-style-type: none"> • Good understanding of the types and names of auto parts and accessories. • Good understanding of the method to handle inventory items in the organisation. • Good understanding of the general knowledge of inventory management and warehouse operation. • Be familiar with the filing systems used by various departments in the organisation. • Master the use of Enterprise Resources Planning (ERP) software or relevant software employed by the organisation. • Be familiar with general word processing techniques. <p>2. Performance (Manage the documentary system for inventory)</p> <ul style="list-style-type: none"> • Apply ERP or relevant software designated by the organisation to record and monitor related tasks, such as: <ul style="list-style-type: none"> ○ The records of the inventory level of various kinds of parts and accessories and their changes ○ The records of condemned items and respective implementation procedure ○ The records of return of purchase and respective implementation procedure ○ The records of storage and retrieval of parts and accessories ○ The records of receipt, dispatch and delivery of parts and accessories, and relevant monitoring record ○ The purchasing price of various parts and accessories ○ The reports of various transactions or related actions ○ The monitoring and control of various operations, such as inventory and transaction. • Monitor the use of software to ensure normal operation and submit report regularly. • Establish measures to backup information and design temporary trading vouchers or bills in case of emergency. • Devise sample documents regarding the receipt and dispatch, condemnation, inventory level, return of purchase, etc. of various kinds of parts and accessories; and formulate perfect instructions on the document protection, storage and retrieval methods and procedure (applicable to organisations not using software) • Establish the contingency measures to cope with situations such as loss of information or malfunction, etc. due to computer or software failure. • Review the effectiveness of the inventorial document system and the feedback from front-line colleagues, revise respective procedures to optimise operation efficiency. |
| Assessment Criteria | The integrated outcome requirements of this unit of competency are that the practitioner being assessed shall prove that he/she is: |

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| | <ul style="list-style-type: none">• Capable of effectively managing the inventorial documents and software (including backup) for parts and accessories according to the documentary system designated by the organisation, so as to ensure smooth operation;• Capable of establishing contingency measures to cope with special incidents, such as computer failure or loss of information, to ensure effective inventory management; and• Capable of reviewing the effectiveness of the inventorial document system for parts and accessories and making suggestions for improvement; reviewing feedback from front-line colleagues to revise respective procedures to optimise operation efficiency. |
| Remark | The credits value of this unit of competency assumes that the practitioner has already possessed general knowledge of auto parts and accessories as well as the knowledge of inventory management. |