

Specification of Competency Standards
for the Automotive Industry
Unit of Competency

Functional Area - Parts Management

Title	Establish guidelines to protect the stock
Code	108619L5
Range	This unit of competency is applicable to the practitioners in auto parts and accessories warehouses for the establishment of guidelines according to the characteristics of different goods to protect the goods effectively.
Level	5
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge (Characteristics and protection requirements of vehicles, parts and accessories)</p> <ul style="list-style-type: none"> • Good understanding of the characteristics of vehicles, parts and accessories. • Master the storage and protection methods for vehicles, parts and accessories. • Good understanding of the characteristics and limitations of different storage premises or regions. • Master the applicability of different protective materials. • Good understanding of the knowledge of occupational safety, health and environmental protection, dangerous goods management and warehouse management. <p>2. Performance (Protection of stock)</p> <ul style="list-style-type: none"> • Capable of establishing effective protection guidelines according to the characteristics of different stock, such as: <ul style="list-style-type: none"> ○ Identification of the stock categories (general or dangerous goods) ○ Protection and packaging requirements of the stock (e.g. requirements of protective materials) ○ Special security requirements of valuable stock (e.g. anti-theft and fire prevention) ○ Special requirements on the storage environment of stock (e.g. temperature, humidity and shockproof) ○ The storage methods of stock (e.g. stack-up, up-right and suspension) ○ Regular inspection system for the stock • Establish the procedure for reporting damages of stock. • Establish performance indicators for the protection of stock, such as damage data. • Establish contingency procedure for cases such as sudden change of storage environment. • Review the effectiveness of the stock protection, and feed respective departments with information for strategies adjustment (e.g. inventory level and purchase).
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"> • Capable of establishing effective guidelines on the storage of stock according to the characteristics of different goods to protect the auto parts and accessories effectively, and storing in suitable premises; • Capable of establishing the procedure for assessing the effectiveness of the guidelines according to the characteristics of different stock items; and • Capable of optimising the storage methods according to the effectiveness of goods protection method and making suggestions across different departments.
Remark	