

Specification of Competency Standards
for the Automotive Industry
Unit of Competency

Functional Area - Parts Management

Title	Carry out the purchasing procedure for auto parts and accessories (for non-designated vehicle agents)
Code	108621L3
Range	This unit of competency is applicable to the practitioners of parts and accessories purchasing department of non-designated vehicle agents for the purchasing of suitable goods in appropriate quantity from selected supplier according to the purchasing procedure formulated by the organisation, so as to tie in with operational needs.
Level	3
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge (Characteristics of auto parts and accessories, and the market situation)</p> <ul style="list-style-type: none"> • Master the latest information on the price, market demand and market share of different parts and accessories. • Good understanding of the standard of goods, the laws and regulations on the selling of goods • Master the specifications and required inventory levels for different parts and accessories. • Master the handling of purchasing document of the organisation. • Good understanding of the procedure for selecting suppliers of parts and accessories. • Good understanding of the methods to assess the applicability of non-OEM parts and accessories. • Master the new trend and specification of relevant environmental-friendly products and offer choices to customers. • Master the concept and application of green purchase. <p>2. Performance (Purchase auto parts and accessories)</p> <ul style="list-style-type: none"> • Determine the purchase of parts and accessories required according to the established methods of the organisation in the assessment of the applicability of non-OEM parts and accessories. • Identify the grading of the suppliers for the required parts and accessories according to the established procedure of organisation in supplier selection. • Purchase from selected suppliers according to organisational strategy, including identify the specification of different parts and accessories; the quantity, price and cycle of purchase; and the requirements of suppliers. • Complete documents in relation to transaction record, customs clearance. • In accordance with organisational guidelines, the consuming pattern of local market and the trends of different places, execute the purchasing of OEM or non-OEM accessories or related products (e.g. souvenir). • Carry out contingency measures for special cases (e.g. non-conformity quality and fluctuating exchange rate). • Reflect procedural deficiency in purchasing to seniors or respective counterparts in note form.
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 determining the grading of suitable parts and accessories suppliers according to the organisation's procedure of selecting suppliers;

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	<ul style="list-style-type: none">• Capable of purchasing auto parts and accessories from suitable suppliers effectively according to the purchasing procedure formulated by the organisation;• Capable of carrying out contingency measures according to the established guidelines of organisation; and• Capable of reviewing the purchasing procedure for auto parts and accessories and reflecting deficiency to respective counterparts.
Remark	The credits value of this unit of competency is set on the presumption that the practitioner concerned already possess the knowledge of auto parts and accessories and merchandizing.