

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

Functional Area - Parts Management

Title	Select suppliers of parts and accessories
Code	108622L4
Range	This unit of competency is applicable to the practitioners of the parts and accessories purchasing department of non-designated motor agents for the effective ascertainment of the grading and the supplying ability of various suppliers.
Level	4
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge (Regulations related to auto parts and accessories, and the actual situation of market supply)</p> <ul style="list-style-type: none"> <li>• Good understanding of the functions and characteristics of auto parts and accessories.</li> <li>• Master information of different suppliers of non-OEM parts and accessories. (including original and non-original)</li> <li>• Good understanding of market feedbacks on parts and accessories.</li> <li>• Good understanding of the suggestions and restrictions established by auto manufacturers on the specifications and restrictions of different parts and accessories.</li> <li>• Good understanding of the vehicle related laws and regulations, such as traffic, environmental protection and road safety.</li> </ul> <p>2. Performance (Select suppliers of parts and accessories)</p> <ul style="list-style-type: none"> <li>• Evaluate the grading of the auto parts and accessories suppliers (including original and non-original) according to the following factors: <ul style="list-style-type: none"> <li>○ The track records of suppliers</li> <li>○ The quality, specification or standard of goods.</li> <li>○ The stability of the quality and quantity of goods</li> <li>○ The minimum order and flexibility of goods supplied</li> <li>○ Price of goods, methods of return of purchase and payment</li> <li>○ Suggestions and restrictions established by the manufacturer</li> <li>○ Recognition by insurer</li> </ul> </li> <li>• Identify the grading of various suppliers and their possessive supply ratio according to assessment results.</li> <li>• Keep sourcing for new suppliers in the market that are suitable for the organisation.</li> <li>• Monitor the performance of suppliers and update the list and the grading of suppliers regularly.</li> <li>• Review the selection criteria for auto parts and accessories suppliers and make suggestions for improvement to ensure the quality of parts and accessories.</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 identifying the grading of suppliers and their goods supply ratio according to the quality, price, supplying ability and conditions offered by different suppliers of auto parts and accessories, and</li> <li>• Capable of adjusting the grading of suppliers and updating the list according to their performance.</li> </ul>
Remark	The credits value of this unit of competency assumes that the practitioner concerned has already possessed knowledge on auto parts and accessories as well as general commercial knowledge.