

Specification of Competency Standards
for the Automotive Industry
Unit of Competency

Functional Area - Parts Management

Title	Store and retrieve the parts and accessories
Code	108627L2
Range	This unit of competency is applicable in the sales department of vehicle parts and accessories, inventory control and management as well as warehouse management departments. Practitioners should be able to effectively carry out the storage and retrieval procedure for non-dangerous goods, enabling the goods to be stored and retrieved accurately, safely and speedily.
Level	2
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge (The characteristics of vehicle parts and accessories and the related storage and retrieval procedure)</p> <ul style="list-style-type: none"> • Understand the characteristics of vehicle parts and accessories; and the requirements of storage, transportation and protection. • Understand the operating method of different transportation devices. • Understand the storage and retrieval method of various kinds of goods and the relevant monitoring document. • Understand the labelling system of vehicle parts and accessories employed by the organisation and its characteristics. • Understand the organisation's established storage and retrieval procedure for vehicle parts and accessories. <p>2. Performance (Store and retrieve vehicle parts and accessories)</p> <ul style="list-style-type: none"> • According to the organisation's established storage and retrieval procedure for vehicle parts and accessories, perform the following duties: <ul style="list-style-type: none"> ○ The procedure for storing, retrieving and verifying various kinds of goods in different places (e.g. warehouses, servicing workshops and retailing places) ○ The file record of storage and retrieval of goods ○ The protection and packaging specifications for different kinds of goods ○ The safety and transportation requirements for different kinds of goods • Carry out the organisation's established contingency procedure to cope with non-routine problems such as loss or damage of goods. • Reflect procedural deficiency to supervisor or respective counterpart in note form.
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are that the assessee shall prove that he/she is:</p> <ul style="list-style-type: none"> • Capable of storing and retrieving the goods accurately, safely and speedily according to the organisation's established procedure for storage and retrieval of vehicle parts and accessories (including completing the relevant monitoring document); • Capable of carrying out contingency procedure according to the organisation's established guidelines, and • Capable of reflecting procedural deficiency to supervisor or respective counterpart in note form with regard to the efficiency of the relevant procedure.
Remark	The credits value of this unit of competency is set on the presumption that the assessee already has possessed basic knowledge of occupational safety and health, and the capability to identify vehicle parts and accessories.