

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

Functional Area - Parts Management

Title	Manage warehouse facilities
Code	108628L3
Range	This unit of competency is applicable to the practitioners in the vehicle, parts and accessories warehouses for effective management of their facilities, so as keeping them in good condition according to the established warehouse management policy of organisation.
Level	3
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge (Various kinds of warehouse facilities)</p> <ul style="list-style-type: none"> <li>• Good understanding of the various kinds of warehouse facilities in their structures, methods of use and protection, and potential dangers.</li> <li>• Master the basic knowledge of relevant laws and regulations, such as occupational safety and health, environmental protection, building structure and facilities.</li> </ul> <p>2. Performance (Manage warehouse facilities)</p> <ul style="list-style-type: none"> <li>• Effectively monitor and manage the operation of various kinds of facilities according to the established warehouse management policy of the organisation, including: <ul style="list-style-type: none"> <li>○ The load capacity of the facilities</li> <li>○ The control of temperature, humidity, ventilation and illumination, etc.</li> <li>○ Security systems</li> <li>○ Fire prevention systems</li> <li>○ Electric supply systems</li> <li>○ Water supply and sewage systems</li> <li>○ The storage of dangerous goods/chemicals</li> <li>○ Building structure</li> </ul> </li> <li>• Conduct regular inspection to the aforesaid facilities and perform maintenance procedures.</li> <li>• Record and assess the maintenance condition of various facilities and submit reports periodically.</li> <li>• Carry out contingency measures for special cases (e.g. power failure and water leakage.)</li> <li>• According to the condition of various facilities, suggest maintenance plan to seniors in note form.</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 effectively managing and protecting warehouse facilities according to the established warehouse management policy of the organisation;</li> <li>• Capable of finishing the records of maintenance and condition assessment of warehouse facilities accurately and completely, and proposing the maintenance plan for facilities concerned; and</li> <li>• Capable of carrying out appropriate contingency measures according to the designated instructions.</li> </ul>
Remark	The credits value of this unit of competency is set on the presumption that the practitioner concerned has already possessed basic knowledge of building services maintenance.