

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

Functional Area - Parts Management

Title	Establish the procedure for the storage and retrieval of parts and accessories
Code	108630L4
Range	This unit of competency is applicable to the practitioners of the departments for auto parts and accessories sale, inventory control and management, and warehouse management for establishment of effective procedures in the storage and retrieval of auto parts and accessories, and effectiveness review to facilitate accurate, safe and speedy storage and retrieval of auto parts and accessories.
Level	4
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge (Characteristics of auto parts and accessories as well as the related hauling devices)</p> <ul style="list-style-type: none"> <li>• Good understanding of the characteristics of auto parts and accessories as well as storage, haulage and protection requirements.</li> <li>• Identify the applicability of different hauling devices.</li> <li>• Good understanding of the storage and retrieval methods for different kinds of goods and the related monitoring documents.</li> <li>• Good understanding of the labelling system of organisation for auto parts and accessories, and its characteristics.</li> </ul> <p>2. Performance (Procedure for the storage and retrieval of auto parts and accessories)</p> <ul style="list-style-type: none"> <li>• Establish the documentary system for the storage and retrieval of auto parts and accessories.</li> <li>• Formulate the protection and packaging specifications for different goods according to the characteristics of various kinds of auto parts and accessories.</li> <li>• Determine disposal methods according to the characteristics of different protection and packaging materials.</li> <li>• Establish the procedure for the storage, retrieval and verification of different goods, including at different places, such as: <ul style="list-style-type: none"> <li>○ warehouses</li> <li>○ servicing workshops</li> <li>○ retailing points</li> </ul> </li> <li>• Establish contingency measures for cases such as wrong retrieval or verification of goods.</li> <li>• Establish the performance indicator for the storage and retrieval of goods.</li> <li>• Review the effectiveness of the storage and retrieval of goods and the feedback from front-line staff for respective procedure revision to optimise the efficiency of the storage and retrieval process.</li> </ul>
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"> <li>• Capable of establishing effective procedure for the storage and retrieval of goods including protection of goods and related documents according to the characteristics of auto parts and accessories as well as haulage and protection requirements; and</li> <li>• Capable of improving the storage and retrieval methods according to the performance indicator for the storage and retrieval of auto parts and accessories as well as the feedback from front-line staff.</li> </ul>

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Remark	The credits value of this unit of competency assumes that the assessee concerned has already possessed basic knowledge on auto parts and accessories as well as logistics.
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