

Specification of Competency Standards
for the Automotive Industry
Unit of Competency

Functional Area - Parts Management

Title	Formulate management strategy for auto parts and accessories warehouse
Code	108632L6
Range	This unit of competency is applicable to the practitioners of warehouse management department for the formulation of warehouse management strategy according to the characteristics of different auto parts and accessories, and the nature of the warehouses, etc., to optimise the operational efficiency of the organisation.
Level	6
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge (Characteristics of auto parts and accessories as well as the receipt, dispatch and storage methods of goods)</p> <ul style="list-style-type: none"> • Good understanding of the characteristics of auto parts and accessories as well as the requirements on the methods of storage, receipt and dispatch, such as controlling of temperature and humidity. • Good understanding of respective regulations governing the operation of warehouses, such as the handling of dangerous goods, occupational safety, health and environmental protection. • Good understanding of the characteristics of warehouses, such as independent warehouses, warehouses attached to the servicing workshops or retailing points, the areas, floor loading and external infrastructure. • Master the requirements on inventory circulation, inventory level and categories. <p>2. Performance (Formulate warehouse management strategy)</p> <ul style="list-style-type: none"> • Formulate warehouse management strategy according to the characteristics of the warehouse, inventory requirements and related regulations, such as: <ul style="list-style-type: none"> ○ The locations for the receipt and dispatch of goods, storage area (including dangerous goods zone) and document management centre ○ The retrieval methods of different inventory items, such as first-in-first-out, last-in-first-out or lowest quantity ○ The labelling system identifying the location of inventory items ○ The standards of goods storage, retrieval and transportation ○ The standard of storage environment and monitoring instructions ○ Management of the fire prevention and security system of the warehouse, and respective implementation instructions ○ Insurance arrangement for the warehouse and inventory items, and respective implementation instructions ○ Requirements on staff performance • Draw up instructions for stock taking. • Establish different contingency plans to cope with different kinds of special incidents such as theft or fire. • Establish the performance indicators for warehouse management, such as the protection, retrieval and storage of inventory items. • Review the effectiveness of warehouse management, and make suggestions for improvement.
Assessment Criteria	The integrated outcome requirements of this unit of competency are that the practitioner being assessed shall prove that he/she is:

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	<ul style="list-style-type: none">• Capable of formulating a complete warehouse management strategy according to the characteristics of the warehouse, inventory requirements and related regulations; and• Capable of reviewing and improving the management strategy with reference to the performance indicators of warehouse management.
Remark	The credits value of this unit of competency assumes that the practitioner concerned already has possessed the knowledge of auto parts and accessories as well as logistics.