

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

Functional Area - 10. General Management  
(Key Function – 10.4 Property Management)

Title	Establish and sustain smooth supply chain of office equipment
Code	109569L5
Range	Monitor the supply of office equipment throughout the bank. This applies to physical assets of different kinds such as equipment, furniture and fixture etc. which are owned or rented by the bank.
Level	5
Credit	4 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge in the Subject Area</p> <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Demonstrate expertise in office equipment supply chain by applying the knowledge in establishing rules and guidelines on keeping records about equipment and property including specifications, warranty information, service contracts, spare parts, purchase date, expected lifetime and others that might be of help to management or maintenance workers;</li> <li>• Possess special knowledge in the subject area and apply it to formulate guidelines on renewing warranty and guarantee documents.</li> </ul> <p>2. Applications</p> <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Implement supply chain management system to manage inventory of equipment, tools and materials across different locations and identify needs for placing orders;</li> <li>• Monitor the inventory of spare parts for equipment, tools and other materials and document storage places and identify needs for placing orders;</li> <li>• Ensure data of both on hand and in transit inventory visible hence to balance demand on inventory supply, increase inventory certainty within supply chain and reduce inventory cycle time;</li> <li>• Identify inventory rules that can be automated to enable smooth daily operation of banking services;</li> <li>• Increase cost effectiveness and inventory yield by minimizing excess inventory, warehouse charge and unnecessary order processing costs;</li> <li>• Monitor the logistics of resources delivery by developing and implementing delivery plans to optimize the movement of goods and materials between different business and operations units.</li> </ul> <p>3. Professional Behaviour and Attitude</p> <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Implement supply chain management system to support the movement of equipment, tools and materials across different locations;</li> <li>• Source, select and appoint capable logistics vendors for ensuring secure, quick and flawless order processing and timely delivery;</li> <li>• Take consideration of site conditions and environment in the workplace when the supply chain is designed and ensure it is following the working procedure, guidelines and other relevant legislation.</li> </ul>

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Assessment Criteria	The integral outcome requirements of this UoC are: <ul style="list-style-type: none"><li>• Identification of needs in placing orders by employing the most effective methods in monitoring inventory level;</li><li>• Managing the delivery or transition of goods by employing methods which can enhance the efficiency.</li></ul>
Remark	