

1. Title	Aviation parts and/or materials purchasing	
2. Code	EMAMCM312A	
3. Range	This UoC is intended for people who carry out purchasing activities as part of their aviation storekeeping duties.	
4. Level	3	
5. Credit	9	
6. Competency	<u>Performance Requirement</u>	
	6.1 Establish purchasing requirements for aviation parts and/or materials and/or services	<ul style="list-style-type: none"> ◆ Able to establish the purchasing requirements from inventory history in accordance with the procedures, e.g. history - minimum and maximum stock levels, stock turn rate, vendor lead time, predicted use rate, total inventory value. ◆ Able to identify the possible sources of required parts and/or materials and/or services in accordance with the procedures. ◆ Able to select the vendor in accordance with selection criteria, e.g. selection criteria - lead time, item price, price breaks, vendor approvals, vendor history, warranty items, delivery method. ◆ Able to raise purchase orders with selected vendor in accordance with the procedures.
	6.2 Monitor order progress	<ul style="list-style-type: none"> ◆ Able to establish order progress in accordance with the procedures. ◆ Able to take follow-up action for discrepant orders in accordance with the procedures. ◆ Able to negotiate the changes to orders and/or delivery methods in accordance with the procedures, e.g. customer, vendor, transport agency.

	<p>6.3 Professional approach</p> <ul style="list-style-type: none"> ◆ Able to complete the task within the stipulated duration. ◆ Able to complete the purchasing documentation in accordance with the procedures, e.g. documentation - purchase orders, order confirmations, receipt advice, stock lists. ◆ Able to update the vendor history in accordance with the procedures.
<p>7. Assessment Criteria</p>	<p>The integral outcome requirement of this UoC are:</p> <ul style="list-style-type: none"> (i) Able to establish purchasing requirements for the aviation parts and/or materials and/or services. (ii) Able to monitor the order progress. (iii) Able to complete all the requirements associated with the purchasing actions.
<p>8. Remarks</p>	<p>Ref: NZQA - 15889</p>