

1. Title	Implement purchasing management for railway electrical and mechanical engineering projects
2. Code	EMRAPM502A
3. Range	Apply the expertise of purchasing and familiarity with the operation mode of railway electrical and mechanical engineering projects to manage the purchase and supply of products and services required by works related to railway electrical and mechanical project engineering.
4. Level	5
5. Credits	9
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Principles and techniques of purchasing management for railway electrical and mechanical engineering projects</p> <ul style="list-style-type: none"> ◆ Master the techniques of collecting information about related products and services in the market ◆ Master the knowledge and techniques of sourcing suitable potential suppliers in the market ◆ Be familiar with the procedures and regulations for procurement of products and services ◆ Be familiar with different evaluation systems and handling methods, and master their application techniques ◆ Be familiar with the knowledge and techniques of compiling purchase contractual documents for products and services required by railway electrical and mechanical engineering projects ◆ Master the knowledge and techniques of following up the implementation and management of purchase contracts <p>6.2 Methods and procedures of purchasing management for railway electrical and mechanical engineering projects</p> <ul style="list-style-type: none"> ◆ Capable to formulate a document to gather proposals from potential suppliers systematically, a document that efficiently collects accurate and complete information from potential suppliers ◆ Effectively motivate potential suppliers to submit supply proposals and tenders ◆ Communicate with potential suppliers effectively, ensure that all potential suppliers have a clear and correct understanding of the technical requirements for the products and services ◆ Capable to amend purchasing documents according to correct procedures and regulations when it is deemed necessary ◆ Capable to form an effective and suitable tender board, and set evaluation standards and details ◆ Apply suitable evaluation systems and methods effectively, determine the priority of the supply proposals and tenders submitted by different suppliers according to the evaluative standards and details, in order to reach the best choice

	<ul style="list-style-type: none"> ◆ Capable to formulate supply agreement documents and contracts with the selected supplier, including the classification of responsibilities and authorities, legal binding clauses, technical and transactional management methods, financial arrangement, time limit and price, etc. ◆ Follow up the implementation and management of the agreement and contract effectively ◆ Capable to formulate correct and efficient procedures for handling purchasing documents, including the control over confidential information
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <ul style="list-style-type: none"> (i) Capable to gather supply proposals from potential suppliers for products and services required by railway electrical and mechanical engineering projects systematically; (ii) Capable to formulate effective tender evaluation mechanisms, standards and details; and (iii) Capable to handle the arrangement and management for supply agreements and contracts effectively.
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person already possesses general purchasing knowledge and techniques.</p>