

Specification of Competency Standards
for the Fashion Industry
Unit of Competency

Functional Area - Merchandising & Material Procurement

Title	Check material order received
Code	108144L2
Description	Check the material order received against the order requirements. This applies to individuals who are required to check the compliance of received material order against contract terms and requirements.
Level	2
Credit	2
Competency	<p>Performance Requirements</p> <p>1. Knowledge in the subject area</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> • state the methodology and criteria for checking material quality • understand the material quality contributing to the final quality of the product • understand organisational policy and procedure to cope with non-compliance issues <p>2. Application and process</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> • identify the contractual requirements for the materials (e.g. time of delivery, quality, quantity, place) • check the materials and associated documents (e.g. packing list, test report) upon receipt of the ordered materials • communicate the receipt of ordered materials to related parties • identify non-compliance issues of the materials received against contract terms and inform related parties for follow-up action • coordinate with related parties for other checking processes when required • record the checking results of material orders received <p>3. Exhibit professionalism</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> • accurately record the material order checking results • complete the material order checking in a timely and proactive manner
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to accomplish:</p> <ul style="list-style-type: none"> • Checking and reporting material orders received against the contract terms and requirements.
Remark	