

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Planning and Design of Logistics Solutions

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| Title | Evaluate suppliers/contractors |
| Code | LOSAPD408B |
| Range | This unit of competency is applicable to logistics service providers. Practitioners should be able to exercise discretion and judgment to evaluate suppliers/contractors within organisational policy and procedures. |
| Level | 4 |
| Credit | 3 (For Reference Only) |
| Competency | <p>Performance Requirements</p> <p>1. Knowledge of supplier management</p> <ul style="list-style-type: none"> • Know about the principles of supplier management • Understand company policy and procedures <p>2. Analyse supply requirements</p> <ul style="list-style-type: none"> • Identify specifications of and purpose of purchasing the required goods/services • Establish criteria to evaluate the performance of existing suppliers/contractors • Determine quantities of required goods/services from each supplier/contractor • Identify frequency of ordering/requesting of goods/services <p>3. Evaluate potential contractors/suppliers</p> <ul style="list-style-type: none"> • Identify suppliers/contractors of requested goods/services • Obtain comparative costing for goods/materials/services • Assess ability of suppliers/contractors to provide a consistent level of performance • Evaluate suppliers/contractors against established criteria • Shortlist the number of suppliers/contractor and establish a prioritised list based on the cost competitiveness and capacity of suppliers/contractors whom can provide a quality service • Document the results of the selection processes • Maintain a record on the information and data generated during the selection process |
| Assessment Criteria | <p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable of analysing supply requirements; and • Capable of evaluating potential contractors/suppliers |
| Remark | |