

Specification of Competency Standards
for the Manufacturing Technology Industry
Unit of Competency

Functional Area - Process Design and Development

Title	Collate production order and inventory confirmation
Code	106373L2
Range	This unit of competency is applicable to all Manufacturing Technology Industries. Practitioners should be familiar with the corporate production orders and inventory conditions, so as to assist arranging production plans.
Level	2
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Understand relevant knowledge of collation of production orders and inventory confirmation <ul style="list-style-type: none"> • Understand the standard operation procedure of production orders handling • Understand the corporate general delivery leadtime • Understand the requirements of production orders, delivery date, quantity, delivery locations, and packaging requirements, etc • Understand the inventory condition of the corporate, including raw materials, semi-finished products, finished products, packaging materials and auxiliary materials for production • Know the methods and skills of scheduling the production plans 2. Collation of production orders and inventory confirmation <ul style="list-style-type: none"> • Confirm the information of production orders are completed and reasonable • Communicate with relevant departments, collate the production orders and inventory confirmation, and also assist scheduling production plans. • According to the requirements of the production order, check the inventory condition, and estimate the production quantity required and materials needed. 3. Professional handling of collation of production orders and inventory confirmation <ul style="list-style-type: none"> • Ensure the relevant information of collated production orders and inventory is accurate
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable to confirm if the information of production orders are completed and reasonable • Capable to carry out collation of production orders and inventory confirmation, and assist scheduling production plan
Remark	