

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

Functional Area - Procurement, Logistics Planning and Control

Title	Carry out and monitor procurement
Code	106398L3
Range	This unit of competency is applicable to the procurement departments of corporations of Manufacturing Technology Industry. Practitioners should be capable to carry out material purchasing and purchasing supervision in accordance with material requirement plans.
Level	3
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Understand relevant knowledge of carrying out and monitor procurement</p> <ul style="list-style-type: none"> • Know the characteristics of common materials. • Understand corporate procurement guidelines • Understand the corporate internal procurement flow and relevant procedures. • Understand procurement concept, including basic procurement concept, objective factors of procurement and requirements of purchasing suitable goods. <p>2. Material procurement and monitor</p> <ul style="list-style-type: none"> • Follow the internal procurement procedure to purchase materials, components and semi-finished products, including formulating agreement of good supply, confirming specifications and purchasing volume, purchasing price and period, as well as handling requirements of service providers. • Collect, compare and analyse quotation information, follow the procurement guidelines and carrying out procurement. • According to requirements of shipping bills or specifications on agreement, execute material checking and receiving. • Record the actual delivery time and material quality, as well as reflect to management. <p>3. Professional handling of carrying out and monitor procurement</p> <ul style="list-style-type: none"> • Ensure all purchasing meet the requirements of business law. • Prevent any abuse or corruption, such as abuse/ misappropriation of corporate assets and theft.
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable to follow requirements of procurement guidelines, complete all procurement procedures independently. • Capable to ensure the purchased materials meet the quality requirements.
Remark	