

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

Functional Area - Delivery and Monitoring

Title	Examine and manage inventory
Code	106400L3
Range	This unit of competency is applicable to the procurement department/ materials control departments of Manufacturing Technology Industry. Practitioners should be capable to effectively manage inventory.
Level	3
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Understand relevant knowledge of examining and managing inventory</p> <ul style="list-style-type: none"> • Understand existing security system of inventory • Understand all kinds of security system operated in inventory • Understand functions and characteristics of commonly used security system, such as CCTV, access control devices, as well as various types of sensors • Understand inventory security needs of individual goods, such as high-tech products and expensive products • Understand the specified requirements of regulators, customers and the relevant laws and regulations, such as the US government's requirement of preventing goods which mixed with dangerous goods <p>2. Examine and manage inventory</p> <ul style="list-style-type: none"> • Master the corporate inventory operation and goods characteristics, suggest using suitable security facilities such as CCTV, access control devices and location tracking to management • Together with the goods identify equipment of inventory and warehouse management system, suggest anti-theft devices and relevant electronic monitoring system, such as sensors in different ways to management • Suggest suitable staff identification and registration system • In accordance with specified goods such as high-tact products and expensive products, provide corresponding suggestions on specified security equipment and product handling methods to management • Assist formulating procurement specifications of security facilities • Examine the installation location and effectiveness of security facilities • Manage daily operation of security system, collect daily data of security system record and carry out analyse • Understand the specified requirements of regulators, customers and the relevant laws and regulations, examine the overall corporate inventory arrangement and provide suggestions for improvement • Supervise the storage location, methods and quantity of high dangerous goods and chemicals <p>3. Professional handling of examining and managing inventory</p> <ul style="list-style-type: none"> • Follow Dangerous Goods Ordinance and relevant regulation, supervise and control the storage of dangerous goods and chemicals
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable to apply suitable security technology to ensure safe inventory operation • Capable to ensure the inventory operation meets the specified requirements of regulators, customers and the relevant laws and regulations • Capable to supervise and control the storage of dangerous goods and chemicals

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