

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

Functional Area - Procurement, Logistics Planning and Control

Title	Set up and maintain electronic inventory identification and management system
Code	106507L4
Range	This unit of competency is applicable to the procurement department/ materials control departments of Manufacturing Technology Industry. In the area of materials and finished goods management, practitioners should be capable to set up and maintain electronic inventory identification and management system, and continuously improve the system efficiency
Level	4
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Understand relevant knowledge of set up and maintaining electronic inventory identification and management system</p> <ul style="list-style-type: none"> <li>• Know the overall business strategies of the corporation</li> <li>• Understand the characteristics and quality requirements of the inventory</li> <li>• Understand the concepts of electronic identification technology of goods</li> <li>• Understand the types of electronic identification technology, such as bar code and radio frequency identification</li> <li>• Understand the foundation application concepts and requirements of all kinds of electronic identification technology, such as Electronic Product Code, RFID and Bar Code Identification</li> <li>• Understand different identification technologies or the corresponding equipment of the required standards, such as different radio frequency identification tags and the requirements of combinations of the readers</li> <li>• Recognise electronic identification technology equipment of goods, such as readers, sensors and antenna</li> <li>• Recognise the limitations of electronic identification technology of goods, possible error and misreading situation, such as the data type and storage capacity which can be stored by different standard tags or barcodes, and the effective distance between tags or barcode and readers</li> </ul> <p>2. Set up and maintain electronic inventory identification and management system</p> <ul style="list-style-type: none"> <li>• Analyse the actual situation of the corporate warehouse and inventory, obtain the warehouse operations characteristics, problems and demands</li> <li>• Define the scope of application of electronic inventory identification and management systems</li> <li>• According to the requirements of the management and relevant departments, develop a demand list of electronic inventory identification and management system, including a list of required data recorded by the system, the handling and storage requirements so as to collect useful data</li> <li>• According to all kinds of different programs, carry out gap and cost-benefit analysis, provide recommendations to management</li> <li>• Select appropriate suppliers of electronic inventory identification and management systems, lead the project team and suppliers to set up an electronic inventory identification and management systems</li> <li>• Develop a maintenance schedule for the electronic inventory identification and management system, and ensure an effective operation of the relevant device and equipment</li> <li>• Arrange suitable training and ensure all relevant staff are capable to operate the electronic inventory identification and management system</li> </ul>

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

Functional Area - Procurement, Logistics Planning and Control

	<ul style="list-style-type: none"> <li>• Develop appropriate communication channels to collect staff s comments on electronic inventory identification and management system, review the effectiveness of the existing system and provide recommondations to management</li> </ul> <p>3. Professional handling of set up and maintaining electronic inventory identification and management system</p> <ul style="list-style-type: none"> <li>• Prevent any abuse or corruption, such as abuse/ misappropriation of corporate assets and theft</li> <li>• Ensure all contents and information of inventory are accurate</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> <li>• Capable to evaluate the efficiency and effectiveness of different electronic identification technologies of goods, select and set up suitable electronic inventory identification and management system</li> <li>• Capable to manage and maintaining electronic inventory identification and management system, and ensure all relevant staff are capable to operate the system correctly</li> </ul>
Remark	