

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

Functional Area - Delivery and Monitoring

Title	Manage and continuously improve internal logistic team (applicable to plastic and metal industries)
Code	106539L4
Range	This unit of competency is applicable to the logistics department of the plastic and metal industries. Practitioners should be capable to apply relevant knowledge of fleet management and manage and monitor the fleet operation of the corporation, arrange short-medium range of delivery work
Level	4
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Understand relevant knowledge of management and continuously improvement of internal logistic team</p> <ul style="list-style-type: none"> • Understand the principles of fleet management • Understand the resources of logistic fleet, such as manpower, vehicles and equipment, ensure the efficient operation of the fleet • Understand the surrounding transport infrastructure and traffic conditions • Understand the role and effect of the fleet in the corporate operations • Understand the needs of vehicle repair and maintenance <p>2. Manage and continuously improve internal logistic team</p> <ul style="list-style-type: none"> • Arrange adequate resources for the fleet operation, formulate an appropriate work schedule • Consider traffic flow, and the height, width, length and weight restrictions of tunnels and bridges and other key transportation factors, plan the fleet schedule • Take appropriate contingency measures when deviating from the settlement schedule or other accidents occur • Effectively communicate with the consignee and driver, track the goods and respond to the inquiries from consignee • Record the fleet performance and keep it appropriately • Formulate key performance indicators for supervisions and continuous improve the fleet performance • arrange and manage vehicles repair and maintenance <p>3. Professional handling of management and continuously improvement of internal logistic team</p> <ul style="list-style-type: none"> • When managing the internal logistic fleet, prevent any abuse or corruption
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable to manage the daily operation of the fleet, arrange the schedule and appropriately handle contingency • Capable to record the fleet performance and continuous improve the fleet performance
Remark	