

**Specification of Competency Standards**  
**for the Property Management Industry**  
**Unit of Competency**

Functional Area - Finance and Asset Management relating to a Property

Title	Carry out inventory works according to instruction
Code	110582L1
Range	Inventory works, applicable to frontline personnel in carrying out inventory works according to instruction
Level	1
Credit	1
Competency	<p>Performance Requirements</p> <p>1. Know the steps in handling inventory</p> <ul style="list-style-type: none"> <li>• Be able to know the basic steps in handling of general inventory</li> </ul> <p>2. Carry out the steps in handling inventory</p> <ul style="list-style-type: none"> <li>• Be able to carry out basic steps in handling inventory according to procedures and instructions, including receiving, stocks taking, warehousing, picking up and other steps</li> </ul>
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Be able to know the basic steps in handling of general inventory; and</li> <li>• Be able to carry out basic steps in handling inventory in accordance with procedures and instructions.</li> </ul>
Remark	