

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

Functional Area - Finance and Asset Management relating to a Property

Title	Verify inventory records and monitor subordinates to carry out procedures on inventory works
Code	110584L3
Range	Inventory control, applicable to supervision of the subordinates to perform inventory control procedures and verify inventory records
Level	3
Credit	2
Competency	<p>Performance Requirements</p> <p>1. Familiar with procedures and standards of inventory works</p> <ul style="list-style-type: none"> <li>• Be familiar with the inventory procedures and storage standards, including quality control and occupational health and safety standards</li> </ul> <p>2. Monitor the inventory works and records</p> <ul style="list-style-type: none"> <li>• Be able to supervise subordinates to perform inventory works, verify the procedures such as receipt, storage, and delivery, and supervise and verify material in-and-out records or forms in accordance with procedures and company guidelines</li> <li>• Be able to supervise the subordinates to perform the stocks taking regularly according to the company's guidelines, and verify whether the inventory records and the material in-and-out records are consistent, check and inventory of assets according to the asset list, and report the loss as necessary</li> <li>• Be able to perform warehouse or store room inspections according to the company's quality control standards or occupational safety and health standards, such as cleanliness, temperature, humidity, illumination, and whether the storage of items meets the standards, and contact the relevant departments to follow up and improve when necessary, or report to the superior</li> </ul>
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Be familiar with the inventory control procedures and storage standards;</li> <li>• Be able to supervise subordinates in carrying out inventory works, supervise and verify material in-an-out records or forms in accordance with procedures and company guidelines, supervise subordinates to carry out stocks taking on a regular basis, and verify the consistency of inventory records and material in-an-out records; and</li> <li>• Be able to carry out warehouse or store room inspections, follow-up on improvement or reporting in accordance with the company's quality standards or occupational safety and health standards.</li> </ul>
Remark	