

**Specification of Competency Standards**  
**for the Printing and Publishing Industry**  
**Unit of Competency**

1. Title	Fleet management
2. Code	PPPULO302A
3. Level	3
4. Credit	6
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Understand duty roster arrangement for vehicle fleet      ♦ Understand routes and travelling time of fleet as basis for duty roster arrangement</p> <p>5.2 Master current expenditure position of fleet      ♦ Master fuel consumption, insurance and vehicle maintenance management of fleet</p> <p>5.3 Master publication check in/out record of fleet      ♦ Master movement of publications</p> <p>5.4 Manage fleet      ♦ Arrange company fleet operation based on movement of publications and principle of cost effectiveness and organize publication check in/out record of fleet</p>
6. Range	Arrange company fleet operation based on movement of publications and principle of cost effectiveness, organize publication check in/out records of fleet and perform related tasks in transportation department.

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to arrange for fleet operation, manage current expenditure of fleet and publication check in/out records of fleet.
8. Remarks	This unit of competency is applicable to fleet management practitioners of publishing in general.