

Specification of Competency Standards of the Retail Industry

**Unit of Competency**

**Functional Area: Specific Product Knowledge**

Title	Comply with safety codes/guidelines for electrical products
Code	105719L1
Range	This unit of competency (UoC) is applicable to staff responsible for the sale of electrical products in the retail industry. It involves routine and repetitive work. It covers the abilities to strictly comply with corporate guidelines and statutory safety codes for electrical products when using electrical products for the sale or demonstration of products under instruction
Level	1
Credit	3 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> <li>1. Safety codes/guidelines for electrical products <ul style="list-style-type: none"> <li>• Understand the organization’s work safety policy and guidelines</li> <li>• Understand the importance and necessity of occupational safety</li> <li>• Understand the relevant requirements of the Electrical Products (Safety) Ordinance in Hong Kong, e.g.: <ul style="list-style-type: none"> <li>• Electrical products for household use</li> <li>• Products supplied in Hong Kong</li> <li>• Essential and specific safety requirements, including: <ul style="list-style-type: none"> <li>• Rated voltage and frequency</li> <li>• Model or category reference number</li> <li>• Name or trademark of manufacturer</li> </ul> </li> <li>• Certificate of safety compliance</li> </ul> </li> <li>• Know about the workplace occupational safety and health regulations and guidelines, e.g.: <ul style="list-style-type: none"> <li>• Safe use of electricity</li> <li>• Fire service equipment, installations and safety measures</li> <li>• Basic first aid knowledge</li> <li>• Office safety knowledge</li> </ul> </li> </ul> </li> <li>2. Comply with safety codes/guidelines for electrical products <ul style="list-style-type: none"> <li>• Strictly comply with corporate guidelines and statutory safety codes in daily operation to ensure workplace safety, e.g.: <ul style="list-style-type: none"> <li>• Use plugs and adaptors which comply with the requirements</li> <li>• Avoid overload of electricity</li> </ul> </li> <li>• Strictly comply with corporate guidelines and relevant legal requirements in the sale and demonstration of electrical products, e.g.: <ul style="list-style-type: none"> <li>• Demonstrate to customers the correct and safe way to use the electrical product according to manufacturer’s guidelines</li> <li>• Ensure that the electrical products for sale comply with relevant safety standards and legal requirements</li> </ul> </li> </ul> </li> <li>3. Exhibit professionalism <ul style="list-style-type: none"> <li>• Strictly comply with the safety codes and guidelines for electrical products in a professional manner</li> </ul> </li> </ol>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> <li>• Understand the basic requirements of the Electrical Products (Safety) Ordinance of Hong Kong; and</li> <li>• Strictly comply with corporate and relevant safety ordinances and codes when using electrical products and selling and demonstrating electrical products to customers in daily operation.</li> </ul>
Remark	