

**Specification of Competency Standards**  
**for the Retail Industry**  
**Unit of Competency**

Functional Area - Purchasing and Logistics Management

Title	Arrange maintenance and repair for transportation means
Code	104973L3
Description	This unit of competency (UoC) is applicable to staff responsible for logistics transportation. It requires independent analysis and judgement. It covers the abilities to arrange maintenance and repair for transportation means to ensure that they fulfil the safety requirements .
Level	3
Credit	3 ( For Reference Only )
Competency	<p>Performance Requirements</p> <p>1. Knowledge of maintenance and repair for transportation means</p> <ul style="list-style-type: none"> <li>• Master the organization’s policy on maintenance and repair of transportation means</li> <li>• Understand the purpose and importance of regular maintenance and repair of transportation means</li> <li>• Know about maintenance and repair of transportation means and guidelines of manufacturers</li> <li>• Know about the basic maintenance and repair methods for different transportation means e.g. tyres, braking system, etc.</li> <li>• Understand established maintenance and repair procedures, methods and related contingency measures</li> <li>• Know about the organization’s safety inspection stipulations, frequency and methods, e.g. at a specific time period, by mileage, etc.</li> <li>• Understand the organization’s maintenance and repair regulations and procedures for outsourced transportation means</li> </ul> <p>2. Arrange maintenance and repair for transportation means</p> <ul style="list-style-type: none"> <li>• Arrange related maintenance and repair procedures and schedule according to the established policies of the organization and the guidelines of the manufacturer</li> <li>• Carry out inspection regularly according to the established procedures to ensure the normal operation of transportation means (such as vehicles and facilities)</li> <li>• Record accurately related maintenance reports according to the established specifications and file them properly including maintenance and repair suggestions, fees, etc.</li> <li>• Analyze and assess inspection reports <ul style="list-style-type: none"> <li>○ Confirm items that require maintenance and repair by referring to manufacturers’ specification requirements</li> <li>○ Prioritize maintenance and repair items</li> <li>○ Assess the effect on transportation and logistics service quality</li> </ul> </li> <li>• Arrange maintenance and repair work <ul style="list-style-type: none"> <li>○ Select appropriate maintenance contractors and eligible persons, and request for quotations</li> <li>○ Submit a maintenance suggestion report and quotations to the higher level for vetting and approval</li> <li>○ Discuss and arrange maintenance schedule with the manufacturer</li> <li>○ Inspect results and quality after maintenance</li> <li>○ Arrange maintenance as soon as possible in accordance with the organization’s emergency contingency measures when unexpected incidents occur</li> </ul> </li> </ul> <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> <li>• Ensure transportation means are in good condition and goods are properly and punctually delivered to designated locations.</li> </ul>

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Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to: <ul style="list-style-type: none"><li>• Regularly inspect and analyze the maintenance and repair needs of the organization's transportation means;</li><li>• Select appropriate maintenance contractors and eligible persons in accordance with the organization's policies and guidelines, confirm and arrange maintenance and repair schedule with related persons; and</li><li>• Record maintenance and repair results accurately and file them properly.</li></ul>
Remark	