

Specification of Competency Standards
for the Retail Industry
Unit of Competency

Functional Area - Supply Chain Management

Title	Arrange maintenance and repair for transportation means
Code	111308L3
Range	This unit of competency (UoC) is applicable to staff responsible for logistics transportation. Practitioners have the ability 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. Understand the knowledge of maintenance and repair for transportation means</p> <ul style="list-style-type: none"> • Master the organisation’s policy on maintenance and repair of transportation means • Understand the purpose and importance of regular maintenance and repair of transportation means • Know about maintenance and repair of transportation means and guidelines of manufacturers • Know about the basic maintenance and repair methods for different transportation means (e.g. tyres, braking system) • Understand established maintenance and repair procedures, methods and related contingency measures • Know about the organisation’s safety inspection stipulations, frequency and methods (e.g. at a specific time period, by mileage) • Understand the organisation’s maintenance and repair regulations and procedures for outsourced transportation means <p>2. Arrange maintenance and repair for transportation means</p> <ul style="list-style-type: none"> • Arrange related maintenance and repair procedures and schedule according to the established policies of the organisation and the guidelines of the manufacturer • Carry out inspection regularly according to the established procedures to ensure the normal operation of transportation means (e.g. vehicles and facilities) • Record accurately related maintenance reports according to the established specifications and file them including maintenance and repair suggestions, fees, etc. • Analyse and assess inspection reports <ul style="list-style-type: none"> ○ Confirm items that require maintenance and repair by referring to manufacturers’ specification requirements ○ Prioritise maintenance and repair items ○ Assess the effect on transportation and logistics service quality • Arrange maintenance and repair work <ul style="list-style-type: none"> ○ Select appropriate maintenance contractors and eligible persons, and request for quotations ○ Submit a maintenance suggestion report and quotations to the higher level for vetting and approval ○ Discuss and arrange maintenance schedule with the manufacturer ○ Inspect results and quality after maintenance ○ Arrange maintenance as soon as possible in accordance with the organisation’s emergency contingency measures when unexpected incidents occur <p>3. Exhibit professionalism</p>

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	<ul style="list-style-type: none">• Ensure transportation means are in good condition and goods are not damaged and punctually delivered to designated locations.
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none">• Regularly inspect and analyse the maintenance and repair needs of the organisation's transportation means;• Select appropriate maintenance contractors and eligible persons in accordance with the organisation's policies and guidelines, confirm and arrange maintenance and repair schedule with related persons; and• Record maintenance and repair results accurately and file them.
Remark	This UoC is adopted from 104973L3.