

Specification of Competency Standards for the Automotive Industry

Unit of Competency

1. Title	Accept, deliver and transport parts and accessories
2. Code	AUSDCN208A
3. Range	This unit of competency is applicable in the sales department of vehicle parts and accessories, inventory control and management departments as well as procurement control department. Practitioners should be capable to accept, deliver and transport the parts and accessories in an effective manner, enabling accurate and speedy arrival of the parts and accessories to the destination.
4. Level	2
5. Credits	3(for reference only)
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand the transportation requirements of parts and accessories and the logistics procedure</p> <ul style="list-style-type: none">◆ Understand the characteristics of parts and accessories as well as transportation requirements◆ Understand the organisation’s labelling system of parts and accessories and its characteristics◆ Understand the characteristics of different transportation devices◆ Understand various kinds of communication facilities employed by the organisation◆ Understand the established procedure for the acceptance, delivery and transportation of parts and accessories◆ Understand the organisation’s filing system with respect to the acceptance, delivery and transportation of parts and accessories

	<p>6.2 Accept, deliver and transport parts and accessories</p> <ul style="list-style-type: none"> ◆ Accept, deliver and transport the parts and accessories according to established procedure <ul style="list-style-type: none"> • Familiar with the verification procedure for the acceptance, delivery and transportation of parts and accessories (including the quantity) • Safeguard the parts and accessories during the transportation process, such as ways to secure them on the transportation device • Understand the transportation method, procedure and transportation route of parts and accessories (including contingency route) • Understand the temporary arrangement for allocation of resources • Understand the documents pertaining to the acceptance and delivery of parts and accessories • Report damages on the parts and accessories ◆ Arrange the transportation order of parts and accessories according to the total transportation quantity, their characteristics and degrees of urgency, etc.
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	<ul style="list-style-type: none"> ◆ In accordance with the established performance indicators governing the acceptance, delivery and transportation of parts and accessories, review the efficiency of the whole process and report any procedural deficiency to the supervisor in note form.
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Capable to enable accurate and speedy arrival of the parts and accessories to the destination safely in accordance with the established guidelines on the acceptance, delivery and transportation procedure of parts and accessories; and (ii) Capable to report any procedural deficiency to the supervisor with regard to the efficiency of acceptance, delivery and transportation of parts and accessories.
8. Remarks	<p>The credits value of this unit of competency is set on the presumption that the learners already possess basic knowledge of occupational safety and health. They also possess the capability to identify general vehicle parts and accessories.</p>