

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

Functional Area - Parts Management

Title	Establish the procedures for the receipt, dispatch and delivery of parts and accessories
Code	108613L4
Range	This unit of competency is applicable to the practitioners of the departments of auto parts and accessories sale, inventory control and management, purchase monitoring and warehouse management for establishment of effective procedures in the receipt, dispatch and delivery of goods, and the review of their effectiveness, to facilitate the arrival of goods to the destination accurately, safely and speedily.
Level	4
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge (Characteristics of auto parts and accessories as well as related transportation devices)</p> <ul style="list-style-type: none"> <li>• Good understanding of the characteristics of auto parts and accessories as well as the requirements on protection measures.</li> <li>• Identify the applicability of different transportation devices.</li> <li>• Good understanding of the methods of receipt and dispatch for various kinds of goods.</li> <li>• Good understanding of the procedure for handling of import and export commodities.</li> </ul> <p>2. Performance (Establish the procedures for the receipt, dispatch and delivery of parts and accessories)</p> <ul style="list-style-type: none"> <li>• Establish the labelling system for auto parts and accessories.</li> <li>• Establish the documentary system for the receipt and dispatch of parts and accessories, including the customs clearance and entry documents required by legislation.</li> <li>• Establish the verification procedure for the receipt and dispatch of auto parts and accessories at different locations, such as: <ul style="list-style-type: none"> <li>○ airports, container terminals, etc.</li> <li>○ warehouses</li> <li>○ servicing workshops</li> <li>○ retailing points</li> </ul> </li> <li>• Formulate the protection specification, modes and procedure of delivery according to the characteristics of various auto parts and accessories.</li> <li>• Select the suitable transportation routes (including contingency routes) according to the categories and characteristics of auto parts and accessories, and the delivery area.</li> <li>• Establish contingency measures for accidents, damages.</li> <li>• Establish the performance indicator of the receipt, dispatch and delivery of auto parts and accessories.</li> <li>• Review the effectiveness of the receipt, dispatch and delivery of auto parts and accessories with consideration of feedback from front-line staff; revise relevant procedures to optimise the efficiencies of receipt, dispatch and delivery.</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are that the practitioner being assessed shall prove that he/she is:</p> <ul style="list-style-type: none"> <li>• Capable of establishing the documentary system for the receipt, dispatch and delivery as well as the import and export of auto parts and accessories according to relevant requirements of the organisation and related government departments;</li> </ul>

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	<ul style="list-style-type: none"><li>• Capable of formulating effective protection measures, transportation route and procedure for the receipt, dispatch and delivery of auto parts and accessories, according to their characteristics and transportation requirements; and</li><li>• Capable of improving the receipt, dispatch and delivery methods of auto parts and accessories according to relevant performance indicators and feedback from front-line staff.</li></ul>
Remark	The credits value of this unit of competency assumes that the practitioner concerned already has possessed basic knowledge of auto parts and accessories as well as logistics.