

Specification of Competency Standards
for the Automotive Industry
Unit of Competency

Functional Area - Parts Management

Title	Purchase renovated parts and accessories
Code	108623L4
Range	This unit of competency is applicable to the practitioners of auto parts and accessories purchase department for the quality and high commercial-value renovated parts and accessories purchasing in accordance with the market demand to match the operation strategy of organisation.
Level	4
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge (Characteristics, specifications and market situation of auto parts and accessories)</p> <ul style="list-style-type: none"> • Master information on market price and demand of different auto parts and accessories (including new and renovated parts and accessories). • Good understanding of the specifications, standard and relevant regulations on parts and accessories. • Master the required inventory level of different reconditioned parts and accessories. • Good understanding of the procedure for selecting suppliers. • Master the quality of goods, supplying ability, preferential terms and conditions offered by different suppliers of renovated parts and accessories. • Good understanding of the methods to assess the performance of renovated parts and accessories. • Master the handling of purchasing documents of the organisation. • Good understanding of the resources available and risks affordable of the organisation. <p>2. Performance (Purchase reconditioned parts and accessories)</p> <ul style="list-style-type: none"> • Determine the types and quantity of renovated parts and accessories to be purchased according to market demand and matching with the required inventory level and resources of the organisation. • Discharge purchasing duty according to the determinants for purchasing suitable renovated parts and accessories, such as: <ul style="list-style-type: none"> ○ Discounts and allowances ○ Quality and performance of goods as well as the warranty period ○ Specification and standard (not supplied by local market) ○ Recognition by insurers ○ Regulations related to vehicles • Confirm the suppliers according to the formulated selection instructions of the organisation, such as: <ul style="list-style-type: none"> ○ The quality, specification or standard ○ The stability of the quality and quantity ○ Price, methods of return of purchase and payment • Ensure that the marginal profits of transactions can meet organisational operation requirements. • Ensure the renovated parts and accessories to be purchased are of good quality by visual inspection or simple functional tests. • Verify the documents relating to the goods to be purchased to ensure the authenticity of the information provided, such as the engine number. • Complete transaction documents and internal records and documents according to related regulations governing the sale of goods.

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	<ul style="list-style-type: none"> • Carry out contingency measures for special incidents (e.g. discrepancy in quality and quantity). • Review the effectiveness of the purchasing strategy, and capable of making suggestions for adjustment or improvement.
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"> • Capable of purchasing renovated parts and accessories of suitable types, quantity, quality with commercial value according to the needs of the market and the organisation to match the operation strategy of organisation; • Capable of completing relevant records and transaction documents according to the established requirements of the organisation; and • Capable of making suggestions to optimise the procedure of renovated parts and accessories procurement according to its effectiveness.
Remark	<p>The credits value of this unit of competency assumes that the practitioner concerned has already possessed knowledge on purchasing, auto parts and accessories as well as relevant regulations.</p>