

Title	Receive aviation parts or materials from suppliers		
Level	3	Credits	10

Purpose	<p>This unit standard is intended for people who are required to receive aviation parts and materials from suppliers as part of their aviation storekeeping duties.</p> <p>People credited with this unit standard are able to: receive aviation parts or materials from suppliers; inspect inwards aviation parts or materials for conformance; send aviation parts or materials to storage; and complete receipt documentation of aviation parts or materials.</p>
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Classification	Aeronautical Engineering > Aeronautical Storekeeping
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Available grade	Achieved
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Guidance Information

- 1 All tasks must be carried out in accordance with enterprise procedures.
- 2 Definition
Enterprise procedures – procedures used by the organisation carrying out the work and applicable to the tasks being carried out. Examples are – standard operating procedures, safety procedures, equipment operating procedures, codes of practice, quality management practices and standards, procedures to comply with legislative and local body requirements.
- 3 Aviation parts or materials referred to in this unit standard are those that require evidence of authenticity and traceability to the manufacturer prior to their release for use on aircraft.

Outcomes and performance criteria

Outcome 1

Receive aviation parts or materials from suppliers.

Performance criteria

- 1.1 Aviation parts or materials packages are unloaded from transport.

1.2 Aviation parts or materials packages are checked to ensure conformity with order documents.

Range conformity – quantity, freedom from external damage, leakage.

1.3 Any non-conformities are actioned.

Range actions – delivery refused, documentation amended, acceptance of partial delivery.

Outcome 2

Inspect inwards aviation parts or materials for conformance.

Performance criteria

2.1 Unpacking and inspection sequence ensures that aviation parts and/or materials are processed in order of priority.

2.2 Any transit damage to unpacked aviation parts or materials is detected and recorded.

2.3 Supplier documentation details conform to order specifications.

Range documentation details – shelf-life status, release notes, approved supplier.

2.4 Corrective action is taken to address documentation non-conformities.

2.5 Special-purpose transit packaging is stored and documented.

2.6 Stock-control system is updated to record receipt of aviation parts and/or materials.

Outcome 3

Send aviation parts or materials to storage.

Performance criteria

3.1 Destination for aviation parts or materials is selected.

3.2 Compliance of storage packaging of aviation parts or materials is checked and confirmed.

3.3 Compliance of storage labelling of aviation parts or materials is checked and confirmed.

3.4 Aviation parts or materials are dispatched to selected storage areas.

Outcome 4

Complete receipt documentation of aviation parts or materials.

Performance criteria

- 4.1 Receipt documentation is completed.
- 4.2 Stock-control system is updated to record receipt and location of aviation parts or materials.

Planned review date	31 December 2025
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	4 May 1999	31 December 2016
Review	2	20 April 2006	31 December 2016
Review	3	24 October 2014	31 December 2022
Review	4	23 July 2020	N/A

Consent and Moderation Requirements (CMR) reference	0028
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact ServicelQ qualifications@serviceiq.org.nz if you wish to suggest changes to the content of this unit standard.