

Title	Purchase aviation parts, materials or services		
Level	3	Credits	10

Purpose	<p>This unit standard is intended for people who carry out purchasing activities as part of their aviation storekeeping duties.</p> <p>People credited with this unit standard are able to: establish purchasing requirements for aviation parts, materials or services; monitor order progress; and complete purchasing actions.</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.
- 4 Services referred to in this unit standard are those that require evidence that the provider is qualified and approved.

Outcomes and performance criteria

Outcome 1

Establish purchasing requirements for aviation parts, materials or services.

Performance criteria

- 1.1 Purchasing requirements are established from inventory history.

Range	history – minimum and maximum stock levels, stock turn rate, vendor lead time, predicted use rate, total inventory value.
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1.2 Sources of required parts, materials or services are identified.

1.3 Vendor is selected in accordance with enterprise selection criteria.

Range selection criteria – lead time, item price, price breaks, vendor approvals, vendor history, warranty items, delivery method.

1.4 Purchase orders are raised with selected vendor.

Outcome 2

Monitor order progress.

Performance criteria

2.1 Order progress is established.

2.2 Follow-up action for discrepant orders is taken.

2.3 Changes to orders or delivery methods are negotiated.

Range customer, vendor, transport agency.

Outcome 3

Complete purchasing actions.

Performance criteria

3.1 Purchasing documentation is completed.

Range documentation – purchase orders, order confirmations, receipt advice, stock lists.

3.2 Vendor history is updated.

Planned review date	31 December 2027
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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
Rollover and Revision	5	27 June 2024	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 Ringa Hora Services Workforce Development Council qualifications@ringahora.nz if you wish to suggest changes to the content of this unit standard.