

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>
----------------	---

Classification	Aeronautical Engineering > Aeronautical Storekeeping
-----------------------	--

Available grade	Achieved
------------------------	----------

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.

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 2025
----------------------------	------------------

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
--	------

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

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