

<b>Title</b>	<b>Demonstrate knowledge of purchasing and storing automotive parts and accessories</b>		
<b>Level</b>	<b>3</b>	<b>Credits</b>	<b>3</b>

<b>Purpose</b>	People credited with this unit standard are able to demonstrate knowledge of purchasing automotive parts and accessories, and storing automotive parts and accessories.
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<b>Classification</b>	Motor Industry > Automotive Sales
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 Evidence presented for assessment against this unit standard must be consistent with safe working practices and be in accordance with applicable service information, company requirements and legislative requirements. This includes the knowledge and use of suitable tools and equipment.
- 2 Legislation, regulations and/or industry standards relevant to this unit standard include but are not limited to the
  - Health and Safety at Work Act 2015; and any subsequent amendments and replacements.
- 3 Definitions
 

*Company requirements* refer to instructions to staff on policy and procedures that are available in the workplace. These requirements may include – company policies and procedures, work instructions, product quality specifications and legislative requirements.

*Service information* may include – technical information for a vehicle, machine, or product detailing operation; installation and servicing procedures; manufacturer instructions; technical terms and descriptions; and detailed illustrations.

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### Outcomes and performance criteria

#### Outcome 1

Demonstrate knowledge of purchasing automotive parts and accessories.

#### Performance criteria

- 1.1 The person responsible for purchasing parts and accessories is identified.
 

Range parts manager, manager, parts sales assistant, administrator.

- 1.2 Methods of selecting suppliers and relevant procedures are identified.
- 1.3 Procedures for amending orders are identified.
- 1.4 The reasons for follow-up action of delayed or discrepant parts and accessories are described.

## Outcome 2

Demonstrate knowledge of storing automotive parts and accessories.

### Performance criteria

- 2.1 The main methods of storing parts and accessories are identified.
- 2.2 Procedures for handling and storing dangerous goods and hazardous goods are described.
- Range may include – Supplementary Restraint Systems, gas bottles, batteries, flammable liquids; fuels, oils, paint.
- 2.3 Methods for controlling shelf-life are identified.
- Range computer inventory, manual inventory coding, rotating stock, minimum-maximum level analysis, stock turn analysis.
- 2.4 Procedures for updating storage and location records are identified.

<b>Planned review date</b>	31 December 2023
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### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	1 October 1993	31 December 2020
Review	2	4 October 1996	31 December 2020
Review	3	30 August 1999	31 December 2020
Review	4	21 September 2007	31 December 2020
Review	5	30 August 2018	31 December 2020
Review	6	13 December 2018	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0014
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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 MITO New Zealand Incorporated [info@mito.org.nz](mailto:info@mito.org.nz) if you wish to suggest changes to the content of this unit standard.