

Title	Demonstrate knowledge of purchasing and storing automotive parts and accessories		
Level	3	Credits	3

Purpose	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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Classification	Motor Industry > Automotive Sales
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Available grade	Achieved
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Guidance Information

- 1 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.

Any new, amended or replacement Acts, regulations, Rules, standards, codes of practice, or authority requirements or conditions affecting this unit standard will take precedence for assessment purposes, pending review of this unit standard.

- 2 Definitions

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.

Workplace procedures refer to organisation policies and procedures that are documented in memo, electronic, or manual format and available in the workplace. They may include but are not limited to – standard operating procedures, site specific procedures, site safety procedures, equipment operating procedures, quality assurance procedures, product quality specifications, manufacturer's requirements, references, approved codes of practice, housekeeping standards, environmental considerations, on-site briefings, supervisor's instructions, and procedures to comply with legislative and local body requirements relevant to the automotive industry.
- 3 Assessment information

Evidence presented for assessment against this unit standard must be consistent with safe working practices and be in accordance with applicable service information, workplace procedures and legislative requirements.

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 described.
Range computer inventory, manual inventory coding, rotating stock, minimum-maximum level analysis, stock turn analysis.
- 2.4 Procedures for updating warehouse and location records are identified.

Planned review date	31 December 2029
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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	31 December 2027
Review	7	25 July 2024	N/A

Consent and Moderation Requirements (CMR) reference

0014

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

Comments on this unit standard

Please contact Hanga-Aro-Rau Manufacturing, Engineering and Logistics Workforce Development Council qualifications@hangaarorau.nz if you wish to suggest changes to the content of this unit standard.