

Receive and Store automotive stock

Overview

This standard is about receiving parts into storage, putting them into the required location, updating stock control systems and completing necessary documentation in a dealership, fast fit centre, parts distribution centre or similar situation.

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Performance criteria

You must be able to:

1. select and wear suitable **personal protective equipment** throughout all parts receipt and storage activities
2. make sure the parts receiving area is clean, tidy and free from obstructions and hazards prior to deliveries of expected orders
3. accept deliveries after checking they confirm to the type, quality and quantity of parts expected
4. report any **discrepancies** in deliveries and storage problems to the relevant person promptly
5. access available information systems to identify the location for parts correctly
6. place parts in the correct locations in the time allowed
7. put parts into storage in a way that makes best use of the space available
8. put parts into storage in such a way that they can be accessed at the right time according to stock rotation requirements, where applicable
9. work in a way which minimises the risk of:
 - 9.1 accidents and or injury to yourself and others
 - 9.2 damage to the received parts
 - 9.3 damage to parts already in stock
 - 9.4 damage to facilities
10. enter details of the stock received into the stock control system in a timely and accurate way
11. receipt and storage documentation is accurate, complete and passed to the relevant person(s) promptly in the required format

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Knowledge and understanding

You need to know and understand:

Legislative and organisational procedures and requirements

1. your organisation's systems and procedures for:
 - 1.1 the receipt and storage of goods (including those for 'special order' parts) parts
 - 1.2 storage, rotation and management
 - 1.3 update of stock records
 - 1.4 completion of parts receipt and storage documentation
2. the person to whom discrepancies and storage problems should be reported
3. the differing security, safety (e.g. COSHH) and environmental conditions required for parts storage, including the storage and handling of replacement air bags, and the reasons for these
4. the requirements for and the importance of wearing personal protective equipment when handling and moving parts
5. the costs associated with damaged parts and why it is important that damaged parts are reported promptly

Parts handling and storage

6. how to perform visual and physical quality checks at the time of receipt of parts
7. how to locate where parts are stored using the parts information system in operation in your organisation
8. how to **handle and move parts** safely
9. how to use the mechanical handling equipment available in your parts operation
10. how to store parts to make best use of available space
11. how to store parts to conform with any stock rotation requirements
12. good housekeeping practices and the consequences of not carrying them out
13. when and where handling equipment should be used

Stock records and stock control

14. how to access and interpret information to determine what parts deliveries are expected
15. how to update stock records on the receipt of goods
16. how to complete relevant parts receipt and storage documentation

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17. the parts numbering system for the makes and types of parts you deal with
18. the storage requirements for special and or easily damaged parts (e.g. body panels)
19. how the parts stock control system works

Glossary

Discrepancies:

Examples include shortfalls, order omissions, damages, colour variations, and wrong type of part, etc

Handling and moving of parts:

This is manual and or mechanically assisted lifting and carrying work, depending on the size and type of parts being handled. It should be noted that individuals who operate fork lift trucks must:

- a. have completed successfully an approved basic training course in fork lift truck operation, and
- b. hold a certificate of basic training issued by an approved organisation

Parts:

These are vehicle parts, any accessories and consumables

Personal Protective Equipment:

Examples include overalls, safety shoes, gloves, goggles and barrier cream

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