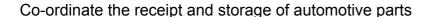
## Co-ordinate the receipt and storage of automotive parts



## **Overview**

This standard is about taking responsibility for ensuring incoming parts are checked, handled and stored effectively. It includes organising storage facilities, allocating work roles, keeping reliable **stock records** and monitoring the quality of parts and the way they are stored.

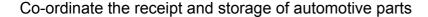




#### Performance criteria

#### You must be able to:

- 1. when necessary, assemble sufficient competent staff to handle incoming orders before the deliveries are received
- 2. allocate and clearly explain roles and responsibilities to all staff involved in storing and moving parts received
- 3. ensure that the parts receiving area is clear and that sufficient storage space is prepared before the expected delivery
- 4. check that deliveries are unloaded safely and securely
- 5. ensure the parts received are checked against requirements promptly
- 6. ensure that delivery documentation is complete, accurate and processed promptly
- 7. check delivery records promptly to see if your organisation's requirements have been met by your individual suppliers
- 8. when necessary, organise storage facilities to take account of known operational needs, safety requirements and the need to preserve the condition of parts
- 9. develop and update contingency plans to cope with abnormal situations
- 10. maintain a routine for checking stock condition and storage and carry out spot checks at regular intervals
- 11. maintain a routine for checking the movement of stock to ensure health and safety and other organisational requirements are being met
- 12. take prompt remedial action in line with both legal and organisational requirements to resolve any parts receipt and storage problems
- 13. actively encourage individuals to make suggestions for improving the movement and storage of stock
- 14. when necessary, implement workable improvements promptly and effectively following approval from the **relevant person**
- 15. keep complete, accurate and up-to-date stock records that can be accessed by everyone who needs them
- 16. when requested to do so, provide accurate, up-to-date parts receipt and storage information to relevant people promptly





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# Knowledge and understanding

You need to know and understand:

## Legislative and organisational requirements and procedures

- 1. how to use the stock recording and controlling systems in use in your organisation effectively
- 2. your organisation's systems and procedures for:
- 2.1 receiving and accepting parts
- 2.2 storing and moving parts stock, including maintaining the quality of stock susceptible to damage and or deterioration
- 2.3 dealing with discrepancies and late deliveries
- 2.4 recording, documentation and parts stock control
- 2.5 health, safety and security when receiving and moving parts
- 2.6 checking stock condition and the storage of stock
- 2.7 removing out of date stock
- 2.8 stock rotation if applicable
- 3. **legal requirements** applicable to the storage of parts (e.g. air bags)

### Organisation and storage of stock

- 4. how to prepare for the receipt and handling of different types of parts
- 5. how to assess and determine storage needs for parts
- 6. how to protect vehicle parts from damage and deterioration
- 7. how to determine appropriate storage layouts for the storage of parts
- 8. how to monitor parts stock storage and movements of stock
- 9. the importance of checking incoming parts against requirements promptly after unloading

#### Dealing with stock related problems

- 10. how to solve storage problems efficiently, safely and securely
- 11. the causes of parts stock deterioration and how this can be minimised

## Communicating and working with others

- 12. how to evaluate the profitability of ideas for improving the procedures for moving and storing stock
- 13. how to organise and communicate work roles and responsibilities accurately and clearly
- 14. who may be called upon to assist with parts deliveries and storage



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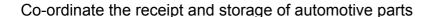
- 15. the information staff need in order to receive, move and store parts received efficiently and safely
- 16. the criteria necessary for evaluating ideas



## Co-ordinate the receipt and storage of automotive parts

## Scope/range

- 1. Requirements relate to:
- a. type of goods
- b. quantity of goods
- c. delivery time
- 2. Abnormal situations include:
- a. heavy parts
- b. large orders
- c. unscheduled deliveries





## **Glossary**

## 1. Criteria for evaluating ideas:

Examples include safety, cost effectiveness, use of personnel, contribution to improving productivity and effectiveness of working, potential to improve customer service, etc

## 2. Legal requirements:

These are any current, relevant health and safety and care of substances hazardous to health (COSHH) legislation applicable to the storage of parts

## 3. Parts:

These are vehicle parts, any accessories and consumables

## 4. Relevant people:

Examples include your line manager and other senior colleagues

## 5. Stock Records and Documentation:

Manual or computer based systems, depending on what is in use within your organisation

## IMIVF45



# Co-ordinate the receipt and storage of automotive parts

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