

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.

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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**

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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

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