
Overview

This standard is about the reporting on checks of vehicle parts stock levels and stock inventories by physically counting stock and checking the amount held against the amounts recorded in the parts stock inventory.

For this standard parts may be new, refurbished or recycled.

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Performance criteria

- You must be able to:
- P1 select and wear suitable personal protective equipment throughout all **stocktaking** activities
 - P2 confirm when you are required to carry out a **stocktake**, its scope and purpose and who requires the report on its outcomes
 - P3 find out what format the report should be in and the level of detail required
 - P4 confirm what resources are available to carry out the **stocktake**
 - P5 anticipate any problems that are likely to prevent completing the **stocktake** effectively in the time available
 - P6 check on the **stocktaking** progress at appropriate intervals and help resolve any difficulties as appropriate
 - P7 record and identify any damaged, old, obsolete or parts not fit for sale, and the type of damage, as applicable
 - P8 collate your findings in the required format with discrepancies suitably highlighted
 - P9 investigate discrepancies and resolve them as far as you can within the scope of your responsibilities
 - P10 help to prepare the final report in the format required, including comments on any remaining discrepancies
 - P11 pass the completed valuation report to the people who need to see it
 - P12 make sure the reports are completed and distributed to the appropriate persons on time
 - P13 report anticipated delays in the completion of the stock check to the appropriate persons

Knowledge and understanding

You need to know and understand:

Legislative and organisational requirements and procedures

- K1 how to select and wear the correct personal protective equipment and the importance of doing so
- K2 how to interpret information in the stock inventory and correct mistakes in the inventory
- K3 how to determine when assistance from others will be required
- K4 how to choose suitable people required to assist with the **stocktake**
- K5 what the responsibilities are during the **stocktake**
- K6 how to monitor and check on the progress of a major **stocktake**
- K7 how to investigate discrepancies revealed by the results of the stock check and what action to take when discrepancies are identified
- K8 how to report on the results of **stocktaking** and the type of reports used
- K9 why it is important to check stock levels and stock inventories
- K10 what you are checking for when carrying out checks on stock levels and stock inventories (including damage and condition)
- K11 how often **stocktakes** are required by your organisation
- K12 the reason(s) that a **stocktake** is required
- K13 how **stocktakes** are audited and by whom
- K14 what information is held in the stock inventory, how to access it (if required for a full **stocktake**) and what it can be used for
- K15 the types of situations that can make it difficult to carry out an effective **stocktake** in the time available, and how to anticipate and prevent them
- K16 what preparations will be required before a **stocktake** can be carried out
- K17 what resources you need to be able to carry out a full **stocktake**
- K18 when and how to tell colleagues that a full **stocktake** is to take place and how it is likely to affect colleague's work
- K19 your organisations procedures for reporting the results of **stocktaking** including when and who to give your report to

Additional information

This section contains examples and explanations of some of the terms used but does not form part of the standard.

Glossary**Comments**

Comments you might make in a report include explanations where relevant facts are known to you, recommendations for further investigations and/or preventative action.

Discrepancies

Inaccuracies relating to part numbers, shelf life, damage, location and quantity

Parts

These are motor vehicle parts (new, refurbished or recycled), any accessories and consumables

Stock-checking activities

Examples include major stock check or perpetual stock check

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