

Specification of Competency Standards
for the Arboriculture & Horticulture Industry
Unit of Competency

Functional Area - Arboriculture and Horticulture Project Administration and Management

Title	Carry out acceptance inspection of materials
Code	109024L3
Range	This unit of competency is applicable to line managers who are engaged in administrative work in arboricultural and horticultural organisations. Practitioners should be capable of executing acceptance inspection of materials according to the procurement contracts and the organisations' acceptance inspection procedures, as well as following up with the delayed delivery of suppliers and return processes, so as to ensure that the supplied materials meet the contract requirements.
Level	3
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Comprehend the acceptance inspection of materials</p> <ul style="list-style-type: none"> • Comprehend the contents, delivery dates and acceptance criteria of the procurement contracts with suppliers • Comprehend the organisation's material acceptance inspection procedures, criteria and precautions • Comprehend the performance, inspection methods and related knowledge of the materials <p>2. Carry out acceptance inspection of materials</p> <ul style="list-style-type: none"> • Carry out material acceptance inspection timely according to the procurement contracts and the organisation's material acceptance inspection procedures • Inspect the quality and specifications of the materials provided by the suppliers to ensure that the materials are intact and meet the requirements of the contracts • Inspect materials' certificates of examination provided by the suppliers according to the requirements of the contracts • Report to superiors any delayed delivery or return arrangements due to failure in meeting the required standards, investigate the cause, and require the suppliers to complete the delivery within a specified period • Record and sign relevant acceptance reports or documents <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Accurately record the conditions of how the goods from the suppliers fail to meet the requirements, so that superiors may consider enforcing the related penalties in the contracts • Handle and keep all acceptance inspection reports and documents confidentially
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Able to carry out material acceptance inspection in a timely and objective manner according to the procurement contracts and the established procedures and standards of acceptance inspection processes; and • Able to report to superiors any delayed delivery or return arrangements due to failure in meeting the required standards where appropriate, and follow up with the suppliers for re-delivery.
Remark	