



**Australian Government**

# **MEM11016 Order materials**

**Release: 1**

# MEM11016 Order materials

## Modification History

Release 1. Supersedes and is equivalent to MEM11016B Order materials

## Application

This unit of competency defines the skills and knowledge required to prepare a purchase/order list and place the order. It applies to purchasing activities carried out by a person other than the purchasing officer, including maintenance, service, stores and warehouse personnel. Approval to order limits and delegations will be included in the standard operating procedures (SOPs) or purchasing policy.

Where interpretation of technical drawings is required unit MEM09002 Interpret technical drawing should also be selected.

Where the selection and use of engineering measurement is required unit MEM12023 Perform engineering measurements should also be selected.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

**Band: A**

**Unit Weight: 2**

## Pre-requisite Unit

MEM13015	Work safely and effectively in manufacturing and engineering
MEM16006	Organise and communicate information

## Competency Field

Materials handling

## Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
<b>1 Determine job requirements</b>	<b>1.1</b> Follow standard operating procedures (SOPs)
	<b>1.2</b> Comply with work health and safety (WHS) requirements at all times

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
	1.3 Identify job requirements from specifications, job sheets or work instructions
2 <b>Prepare purchase order/list</b>	2.1 Prepare purchase order/list according to SOPs
	2.2 Determine material specifications, price limitations, quantities and delivery requirements from instructions and requisitions
3 <b>Purchase order</b>	3.1 Inform supplier/vendor of requirements and specifications
	3.2 Follow up supplier/vendor to achieve delivery, as required
	3.3 Receive goods and check for damage, where appropriate
	3.4 Complete records/files according to SOPs

## Foundation Skills

This section describes those required skills (reading, writing, oral communication and numeracy) that are essential to workplace performance in this unit of competency.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

## Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

**Material specifications include one (1) or more of the following:**

- manufacturers' catalogues
- from the item
- from a drawing

**Suppliers/vendors include one (1) or more**

- local
- national

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

**of the following:**

- international
- preferred supplier

## Unit Mapping Information

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## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2>