

# Parts Technician 1 Harmonized

## CERTIFICATE OF QUALIFICATION BREAKDOWN

The following table shows the number of questions per General Area of Competency (GAC) and Competency on the *Parts Technician 1 Harmonized Certificate of Qualification Exam*.

Number of questions on each exam: 75

Certificate of Qualification GAC/Competency	#
<b>A. OVERVIEW OF WAREHOUSE OPERATIONS</b>	<b>12</b>
A1. Use ethical behaviour in a warehouse environment	2
A2. Interpret the human rights statutes in British Columbia	2
A3. Apply basic warehouse terminology and operations	4
A4. Apply warehouse skill requirements	2
A5. Use warehouse technology	1
A6. Maintain the relationship of the warehouse to the other divisions within an enterprise	1
<b>B. COMMUNICATION AND COMPREHENSION SKILLS</b>	<b>14</b>
B1. Use effective verbal communication skills	4
B2. Use basic written communication skills	4
B3. Use various warehouse calculations	6
<b>C. WAREHOUSE SAFETY SKILLS</b>	<b>17</b>
C1. Define basic first aid	2
C2. Maintain a safe work environment	3
C3. Apply regulations and procedures for the transporting of dangerous goods	2
C4. Apply WHMIS	2
C5. Use safe lifting, carrying, and repetitive strain injury control prevention	4
C6. Employ applicable environmental protection for the recycling of waste materials	2
C7. Apply fire and emergency response procedures	2
C8. Use the components of a safety meeting	0
<b>D. BASIC MATERIAL HANDLING OPERATIONS AND PROCEDURES</b>	<b>20</b>
D1. Receive goods and complete related documentation	2
D2. Perform distribution and stocking of incoming materials	2
D3. Store material	3

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D4. Fill orders from stock	3
D5. Perform allocation of products	1
D6. Pack goods for transportation	4
D7. Employe correct stock maintenance	4
D8. Process returned items	1
<b>E. MATERIAL HANDLING AND PACKAGING EQUIPMENT</b>	<b>10</b>
E1. Use appropriate small tools for package handling	2
E2. Use manual handling equipment	1
E3. Perform safe operation of a forklift	3
E4. Perform safe operation of a narrow aisle forklift	2
E5. Perform safe operation of cranes and required rigging	2
<b>F. INFORMATION TECHNOLOGY IN WAREHOUSING</b>	<b>2</b>
F1. Use information technology in a warehouse environment	0
F2. Use work computers ethically	2
<b>Total:</b>	<b>75</b>