

**FLEET SUPPLY SPECIALIST
3203/0626**

EXAMINATION PLAN

EXAM COMPONENTS	MINIMUM PASSING SCORE	TIME LIMIT	WEIGHT
Performance Assessment	PASS / FAIL	5 minutes	0%
Written Examination 50 Item Multiple Choice (Calculators Permitted)	70%	1.5 hours	100%

WRITTEN EXAM CONTENT AREA	# OF ITEMS	PERCENTAGE
Using a Parts Catalog (1-9)	9	18
Identifying Automotive Components (10-25)	16	32
Storekeeping Practices (26-28)	3	6
Storekeeping Terminology (29-33)	5	10
Inventory/Recordkeeping (34-39)	6	12
Safety Principles (42-43)	2	4
Practical Math (44-48)	5	10
Interpersonal and User Contact Principles (47-50)	4	8
TOTAL	50	100%

Suggested Reading/Review:

AccountingInfo.com. (2026). *Accounting Study Guide* <https://accountinginfo.com/study/inventory/inventory-110.htm>.

American Heritage Dictionary. Harper Collins Publisher (2022). <http://www.ahdictionary.com/>.

cflowapps.com. (October 2025). *Understanding Open Purchase Orders: Everything You Need to Know*.
<https://www.cflowapps.com/open-purchase-orders/>

Cleverage.com. (May 2026). *Physical and Perpetual Inventory: Definitions, Differences, Examples and Best Practices*.
<https://www.cleverage.com/articles/for-business/physical-and-perpetual-inventory-5826/>

Council of Supply Chain Management Professionals (CSCMP). (August 2013). *Supply Chain Management Definitions and Glossary*. https://cscmp.org/CSCMP/CSCMP/Educate/SCM_Definitions_and_Glossary_of_Terms.aspx

Fulton-Calkins, Patsy and Karin M. Stulz, *Procedures & Theory for Administrative Professionals*, 6th Ed., South-Western Cengage Learning, 2009.

Napaonline.com. *Web-based catalog*. <https://www.napaonline.com/>

Industrial Commission of Arizona. *Worker's Compensation Information for the Injured Worker* (2020 ed.)
<https://www.azica.gov/resources/workers-compensation-handbook>

Information on Inventory Management, Warehouse Operations, and Material Handling. N.p., n.d. Web. 18 May 2026.
<http://www.inventoryops.com>.

Office Skills - *Entry level office skills online training*. Office Etiquette.html #6 N.p., n.d. Web. 20 Sept. 2013.
https://officeskills.org/telephone_etiquette/.

Occupational Safety & Health Administration (OSHA). *OSHA Material Handling presentation*.
https://www.osha.gov/sites/default/files/2018-12/fy14_sh-26328-sh4_Mod1Warehousing_0.pptx

Occupational Safety & Health Administration (OSHA). *Mandatory Format for Safety Data Sheets (SDSs)*.
<https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1200AppD>

OlimpWarehousing.com. (March 2025). *Best Practices for Warehouse Receiving Process*
<https://olimpwarehousing.com/best-practices-for-warehouse-receiving-processes/>

SafetyCulture.com. (May 2026). *Receiving Inspection: The Ultimate Guide*. <https://safetyculture.com/topics/retail-inventory-management/receiving-inspection>