

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

Functional Area - Arboriculture and Horticulture Project Administration and Management

Title	Establish quality inspection procedures
Code	109030L5
Range	This unit of competency is applicable to managers who are engaged in administrative work in arboricultural and horticultural organisations. Practitioners should be capable of fully comprehending the contract contents and knowledge of quality management, as well as establishing systematic quality inspection procedures to ensure that the quality of works meets the contract requirements and standards.
Level	5
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess knowledge of establishing quality inspection procedures</p> <ul style="list-style-type: none"> • Comprehend the contents of project contracts, method statements and clients' requirements • Comprehend international and local quality management standards commonly adopted in the industry • Comprehend the requirements of laws and guidelines related to quality inspection <p>2. Establish quality inspection procedures</p> <ul style="list-style-type: none"> • Establish quality inspection procedures according to the contents of project contracts, method statements and clients' requirements • Formulate quality management standards for various works, such as inspection methods for processes, inspection tools, inspection time periods, qualifications of implementers, inspection checklists and measures for random checking of inspection results • Explain the requirements and operation methods of work procedures to the project team's implementers and supervisors • Provide handling and improvement plans for abnormal materials or quality of works • Review the quality inspection procedures regularly and revise the inspection procedures in response to changes in circumstances <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Update the current inspection procedures continuously by referring to different international standards • Closely communicate with contractors / suppliers and clients regarding the requirements and standards of quality
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Able to analyse and integrate information related to quality management, and establish projects' quality inspection procedures and management standards in respect of the contents of project contracts; • Able to explain the requirements of quality inspection procedures to work teams; and • Able to provide appropriate solutions for improvement according to the actual work conditions and review the quality inspection procedures in a timely manner.
Remark	