

Specification of Competency Standards
for the Automotive Industry
Unit of Competency

Functional Area - Common Competency

Title	Conduct preliminary analysis on procedural deficiencies
Code	108773L4
Range	This unit of competency is applicable to the middle managerial staff in vehicle servicing workshops of the automotive industry. Practitioners should be able to record procedural deficiencies, making preliminary analysis and recording data according to the key points of quality monitoring when discharging their duties of quality management.
Level	4
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge (Quality assurance and the respective procedure)</p> <ul style="list-style-type: none"> • Good understanding of quality assurance procedure and the details of specification of the quality management system. • Good understanding of the daily operation of the department to which one belongs to and the established quality requirements of each procedure. <p>2. Performance (Record the quality of various working procedures and the problems detected)</p> <ul style="list-style-type: none"> • Implement quality assurance system according to quality management plan and get a thorough understanding of the specification for quality check so as to conduct strict quality check with respect to the key points of quality monitoring; compare the results with the required standard and record various procedural deficiencies and problems detected for preliminary analysis to be made, such as: <ul style="list-style-type: none"> ○ Faulty inspection and judgement ○ Wrong maintenance procedure ○ Poor standard of work ○ Insufficient provision of spare parts ○ Insufficient equipment ○ Lack of coordination and communication ○ Instrumental deviation ○ Ineffective monitoring ○ Lack of technical support, etc. • Quantify and sort out the situation of quality management and the problems detected to provide clear data or information to the management level for compiling relevant report.
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are that the practitioner being assessed shall prove that he/she is:</p> <ul style="list-style-type: none"> • Capable of inspecting various working procedures according to established quality assurance procedure; comparing the results with the required standard and recording the problems with quality of work to make preliminary analysis; quantify and sort out the data and information; and • Capable of providing clear data to the management so as to objectively reflect the problems with the quality of work.
Remark	