

Specification of Competency Standards
for the Automotive Industry
Unit of Competency

Functional Area - Common Competency

Title	Implement the ISO quality management standard
Code	108777L5
Range	This unit of competency is applicable to the quality management staff of the organisation in the automotive industry adopting the ISO quality management standard. Practitioners should be able to implement the ISO quality management standard in familiar workplaces.
Level	5
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge (ISO quality management standard)</p> <ul style="list-style-type: none"> • Master the overall operation of vehicle sales and after-sales services of the organisation. • Master the content and the knowhow of implementation in the organisation of the latest ISO9001 standards quality management and quality assurance series. <p>2. Performance (Implement the ISO quality management standard)</p> <ul style="list-style-type: none"> • Implement the standards of ISO9001 quality management and quality assurance series, including: <ul style="list-style-type: none"> ○ The quality management duty of all levels of staff ○ Quality assurance system ○ Document and information management mechanism ○ Purchase management mechanism ○ Working procedure auditing mechanism ○ The control and rectifying system for sub-standard items or product ○ Quality record control system ○ Internal quality management auditing system • Communicate and coordinate with the heads of various departments to promote the integration of ISO9001 quality management system requirements in the organization. • Explain to the employees at all levels the document structure of the ISO9001 quality control system, including the quality manual, procedure documents and work specifications.
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 fully understanding the details of the ISO9001 quality management series and respective document procedure as well as the overall operation of the sales and after-sales services of the organization, understanding how the two may integrate, and explaining how to operate to all levels of staff; • Capable of implementing the technical requirements of the ISO9001 quality management series; and • Capable of coordinating with department heads to implement the ISO9001 quality management series in sales and after-sales services.
Remark	