

1. Title	Formulate simple quality assurance plan and quality assurance reports
2. Code	EMCUQM304A
3. Range	With regard to electrical and mechanical engineering design, and in clearly-defined conditions, formulate simple quality assurance plan for all process for electrical and mechanical services and compile quality assurance reports on electrical and mechanical services.
4. Level	3
5. Credit	6
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Format, key points and relevant concerns of quality assurance reports</p> <ul style="list-style-type: none"> ◆ Understand the format, key points and relevant concerns of quality assurance reports on electrical and mechanical services <p>6.2 Compile quality assurance reports on electrical and mechanical services and formulate simple quality assurance plan</p> <ul style="list-style-type: none"> ◆ Compile quality assurance reports on electrical and mechanical services with correct format ◆ Formulate simple quality assurance plan, including: <ul style="list-style-type: none"> • Quality management standards and technical requirements • Quality management staff's responsibilities • Quality management resources arrangement • Quality management work instructions • Quality monitoring points of electrical and mechanical engineering process • Confirm the method and items of quality assurance and check • Measures to rectify quality deviations • Internal quality audit • File record management system
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to compile quality assurance reports on electrical and mechanical services and formulate simple quality assurance plan.</p>
8. Remarks	The credit value of this unit of competency is set on the presumption that the person already possesses basic knowledge of quality management.