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. Credits	6
6. Competency	<u>Performance Requirements</u> 6.1 Format, key points and relevant concerns of quality assurance reports ♦ Understand the format, key points and relevant concerns of quality assurance reports on electrical and mechanical services 6.2 Compile quality assurance reports on electrical and mechanical services and formulate simple quality assurance plan ♦ Compile quality assurance reports on electrical and mechanical services with correct format ♦ Formulate simple quality assurance plan, including: • 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	The integrated outcome requirement of this unit of competency is: (i) Capable to compile quality assurance reports on electrical and mechanical services and formulate simple quality assurance plan.
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.