

1. Title	Conduct quality management audit for the electrical and mechanical engineering department	
2. Code	EMRAQM501A	
3. Range	Master techniques for quality management audit, and conduct quality management audit for the electrical and mechanical engineering department.	
4. Level	5	
5. Credits	9	
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Techniques for conducting quality management audit for the electrical and mechanical engineering department</p> <ul style="list-style-type: none"> ◆ Be familiar with the work flow of the electrical and mechanical engineering departments and their requirements on quality management ◆ Master the techniques for quality management audit ◆ Be familiar with important points and items related to quality management of electrical and mechanical projects ◆ Be familiar with the quality management system of the organization <p>6.2 Methods and procedures of conducting quality management audit for the electrical and mechanical engineering department</p> <ul style="list-style-type: none"> ◆ Capable to formulate a quality management audit scheme for the electrical and mechanical engineering department with the following procedures <ul style="list-style-type: none"> • Identify the major responsibilities and duties of the department being audited • Analyze work procedures for major duties and the structure of job division • Be sure of the methods and procedures of controlling the flow of work procedures (control mechanism) including the quality control points • Be sure of the operating principles of the work procedure system, work instruction system and document control system • Formulate an audit scheme for the department ◆ Capable to make preparations for audit with the following procedures <ul style="list-style-type: none"> • Formulate audit procedures • Formulate timetable of staff interview ◆ Capable to conduct audit with the following procedures <ul style="list-style-type: none"> • Audit the department according to the audit scheme • According to relevant records and documents, current on-site operation, work procedure investigation and staff interviews, judge whether the departmental system operation complies with the requirements of the quality management system 	

	<ul style="list-style-type: none"> ◆ Master the techniques of handling non-conforming items with the following procedures <ul style="list-style-type: none"> • Point out the deviation between the non-conforming items and standards, area of non-conformance and result likely to occur • Suggest improvements ◆ Capable to compile an audit report according to the observations based on audit procedures ◆ Capable to follow up the improvements to the non-conforming items
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <ul style="list-style-type: none"> (i) Capable to formulate a systematic and efficient audit scheme for auditing the quality management of the electrical and mechanical engineering department; (ii) Capable to conduct quality management audit effectively for the electrical and mechanical engineering department; and (iii) Capable to handle non-conforming items effectively.
8. Remarks	<p>The credit value of this unit of competency is set on the presumption that the person already possesses quality management knowledge.</p>