

1. Title	Conduct safety, health and environmental protection audit for the electrical and mechanical engineering department	
2. Code	EMRASH501A	
3. Range	Master techniques for safety, health and environmental protection audit, and conduct safety, health and environmental protection 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 safety, health and environmental protection 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 safety, health and environmental protection management ◆ Master the techniques for safety, health and environmental protection audit ◆ Be familiar with important points and items related to safety, health and environmental protection of electrical and mechanical projects ◆ Be familiar with the safety, health and environmental protection management system of the organization <p>6.2 Methods and procedures of conducting safety, health and environmental protection audit for the electrical and mechanical engineering department</p> <ul style="list-style-type: none"> ◆ Capable to formulate a safety, health and environmental protection audit scheme for the electrical and mechanical engineering department with the following procedures <ul style="list-style-type: none"> • Formulate a departmental safety, health and environmental protection audit scheme according to the level of risk of work procedure, ordinances relevant to safety, health and environmental protection, in-house practice, accident/incident investigation reports, standard and record analysis, etc. • Formulate audit procedures • Formulate timetable of staff interview ◆ Capable to conduct safety, health and environmental protection audit with the following procedures <ul style="list-style-type: none"> • Perform safety, health and environmental protection inspection for the department and identify non-conforming items • According to relevant records and documents, work procedure investigation and staff interviews, judge whether the departmental system operation complies with the requirements of the safety, health and environmental protection 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 a 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 safety, health and environmental protection audit scheme for the electrical and mechanical engineering department in compliance with relevant standards; (ii) Capable to conduct safety, health and environmental protection 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 safety, health and environmental protection management knowledge.</p>