

Specification of Competency Standards
for the Fashion Industry
Unit of Competency

Functional Area - Quality System & Sustainability

Title	Establish and maintain quality documentation system
Code	108217L5
Description	Establish and maintain a quality documentation system in a fashion business. This applies to individuals who are required to create and maintain a documentation system within an organisation to manage the quality management system (QMS).
Level	5
Credit	2
Competency	<p>Performance Requirements</p> <p>1. Knowledge in the subject area</p> <p style="padding-left: 40px;">Be able to:</p> <ul style="list-style-type: none"> • understand the purposes and requirements of QMS documentation • design the framework and steps of creating a documentation system • devise a documentation strategy that is effective and efficient to achieve QMS requirements <p>2. Application and process</p> <p style="padding-left: 40px;">Be able to:</p> <ul style="list-style-type: none"> • identify QMS guidelines on documentation requirements • develop a QMS documentation framework for the organisation • devise a rational and sustainable approach to document business processes • devise documentation management and control mechanisms to ensure <ul style="list-style-type: none"> ○ documentation is uniquely identifiable in the organisation (e.g. numbering and versioning of documents) ○ documents are created, reviewed and approved by the appropriate authority prior to release, made available to users, kept current, changed in a controlled manner, and archived when obsolete • assign the role and responsibilities of document controller • amend documentation according to document control procedures • make notifications of document change and release • maintain a master list of QMS documents and their filing system <p>3. Exhibit professionalism</p> <p style="padding-left: 40px;">Be able to:</p> <ul style="list-style-type: none"> • engage commitment with stakeholders • organise the documentation system in a user-friendly manner
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to accomplish:</p> <ul style="list-style-type: none"> • Establishment and maintenance of a documentation system that can effectively and efficiently achieve the QMS requirements of a fashion business.
Remark	