

**Specification of Competency Standards**  
**for the Fashion Industry**  
**Unit of Competency**

Functional Area - Quality System & Sustainability

Title	Set standard operating procedures
Code	108225L5
Description	Set standard operating procedures (SOP) for a fashion business to achieve consistency in the quality and integrity of fashion products. This applies to individuals who are required to create an SOP for task execution.
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"> <li>• understand the common practices and format of SOP</li> <li>• examine both technical and operational elements involved in execution of specific tasks</li> <li>• produce a SOP to guide people with limited knowledge of the process to execute a routine task</li> </ul> <p>2. Application and process</p> <p style="padding-left: 40px;">Be able to:</p> <ul style="list-style-type: none"> <li>• define how the tasks should be executed according to the quality management system</li> <li>• analyse work flows and task execution procedures with management tools (e.g. process mapping, flowchart)</li> <li>• specify task execution procedures in a step-by-step, easy-to-read manner to facilitate consistent conformance</li> <li>• develop document management system to archive the SOPs</li> <li>• distribute copies of the SOP to all potential users to standardise task execution procedures</li> </ul> <p>3. Exhibit professionalism</p> <p style="padding-left: 40px;">Be able to:</p> <ul style="list-style-type: none"> <li>• facilitate stakeholder engagement and obtain stakeholder buy-in</li> <li>• engage staff members in reviewing and refining the SOP so as to enhance its usability and acceptance</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to accomplish:</p> <ul style="list-style-type: none"> <li>• Establishment of SOP for a fashion business to standardise task execution procedures and achieve consistency in the quality and integrity of fashion products.</li> </ul>
Remark	