

Unit of Competency**Functional Area: Quality Management**

Title	Conduct quality management audits
Code	105303L4
Range	This unit of competency is applicable to practitioners in the import and export industry for establishing the courses of action to carry out quality audit and conduct post-implementation review.
Level	4
Credit	6 (for reference only)
Competency	<p>Performance Requirement</p> <ol style="list-style-type: none"> 1. Describe the process of quality audits in import and export industry <ul style="list-style-type: none"> • Describe operational audits and performance audits • Describe types of performance audits, e.g. supplier audits, certification audits, award audits, and consultant audits • Describe qualitative and quantitative elements in audits • Use a range of skills to establish quality audit processes 2. Carry out quality audit <ul style="list-style-type: none"> • Prepare for the audit including the steps to collect relevant materials, develop list of questions, and establish schedule • Select appropriate members (with technical and managerial expertise) for the audit team • Develop checklists which contain the questions to be studied in the audit • Call the opening meeting to establish ground rules of the audit, and agree on the availability of all pertinent information to the audit team • Gather pertinent information to conduct the audit • Analyse the information and develop preliminary results • Share the preliminary results with the management • Provide final report with plans for taking corrective actions to obtain desired results • Implement the corrective actions 3. Conduct post-implementation review <ul style="list-style-type: none"> • Perform post-implementation review to ensure corrective actions were taken • Ensure desired results obtained
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable of carrying out quality audit • Capable of conducting post-implementation review to obtain desired results
Remark	