

Specification of Competency Standards of the Insurance Industry

**Unit of Competency**

**Functional Area: Legal & Compliance**

Title	Handle non-compliance audit cases
Code	105588L5
Range	This unit of competency is applicable to those who are responsible for handling non-compliance cases. It involves communicating the non-compliance findings with relevant company units and following up on remedial actions.
Level	5
Credit	3 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> <li>1. Possess knowledge in handling non-compliance audit cases <ul style="list-style-type: none"> <li>• Fully aware of regulatory requirements in respect of the insurance industry, including all of the relevant ordinances and statutory regulations; guidance notes and circulars issued by the regulators; industry standards, guidelines and codes of practice issued by industry bodies</li> <li>• Comprehend audit system</li> <li>• Comprehend corporate development and risk management strategies</li> <li>• Familiar with operations of different business units</li> <li>• Comprehend audit operation work flow</li> </ul> </li> <li>2. Handle non-compliance cases <ul style="list-style-type: none"> <li>• Present reports of non-compliance findings to relevant company units</li> <li>• Explain reasons for non-compliance</li> <li>• Suggest remedial actions to relevant units for the non-compliance findings</li> <li>• Analyze possibility of the emergence of new risks</li> <li>• Provide recommendations for remedial action</li> <li>• Follow up with relevant unit for remedial action</li> <li>• Issue warnings to cases where remedial actions are not taken on time</li> <li>• Schedule more frequent audit inspection for repeated non-compliance findings</li> <li>• Report non-compliance findings to regulatory bodies timely and as required.</li> </ul> </li> <li>3. Handle non-compliance findings in accordance with company audit guidelines <ul style="list-style-type: none"> <li>• Identify causes for non-conformance to relevant audit system</li> <li>• Communicate with relevant units to suggest and enforce necessary remedial actions</li> <li>• Response to unsolved and/or recurring non-compliance activities through warnings and frequent audit inspections.</li> </ul> </li> </ol>
Assessment Criteria	<p>The integral outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> <li>• Able to present comprehensive report on non-conformance finding to relevant units</li> <li>• Able to follow up with relevant units for corrective measures on non-compliance</li> <li>• Able to manage reoccurring and/or unsettled non-compliance activities with necessary actions.</li> </ul>
Remark	This unit of competency is also applicable to general insurers, life insurers and broker.