

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

Functional Area - Quality Management

Title	Apply basic knowledge of quality control of jewellery products
Code	108980L1
Range	This unit of competency is applicable to practitioners responsible for duties related to quality management of jewellery products. Practitioners should be capable of understanding the basic concept of quality control of jewellery and performing routine duties of quality control of jewellery products under instruction.
Level	1
Credit	6
Competency	<p>Performance Requirements</p> <p>1. Know about the basic concept of quality control of jewellery</p> <ul style="list-style-type: none"> <li>• Know about the ISO 9001 quality management system, such as: <ul style="list-style-type: none"> <li>○ Quality management system <ul style="list-style-type: none"> <li>▪ Control the operational procedure of the organization</li> <li>▪ Control the work instruction</li> <li>▪ Control the quality/engineering documents</li> <li>▪ Control the requirements of international/national quality inspection standards</li> <li>▪ Control the forms</li> <li>▪ Control the procedure appropriateness</li> <li>▪ Control the computer information</li> <li>▪ Know about the quality manual</li> </ul> </li> <li>○ Management duties <ul style="list-style-type: none"> <li>▪ Management assessment</li> </ul> </li> <li>○ Resource management</li> <li>○ Training control <ul style="list-style-type: none"> <li>▪ Perform demand analysis on all aspects</li> <li>▪ Define the training goals for the organization</li> <li>▪ Know about the training resources required</li> <li>▪ Acquire/Allocate the required resources</li> <li>▪ Design training courses, for example, developing a single or complete course according to the needs of the organization</li> <li>▪ Prepare training materials</li> <li>▪ Provide training courses</li> </ul> </li> <li>○ Warehouse management</li> <li>○ Product realization <ul style="list-style-type: none"> <li>▪ Assess and revise contracts</li> <li>▪ Control suppliers</li> <li>▪ Material/Parts procurement contracts</li> <li>▪ Design and development</li> <li>▪ Prototyping</li> <li>▪ Die-casting</li> <li>▪ Mould trimming</li> <li>▪ Stone sorting</li> <li>▪ Gem setting</li> <li>▪ Polishing/Electroplating</li> <li>▪ Control customer materials and intellectual property</li> <li>▪ Control labelling and tracing of products</li> <li>▪ Inspect, measure and test instruments</li> </ul> </li> </ul> </li> </ul>

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

Functional Area - Quality Management

	<ul style="list-style-type: none"> <li>▪ Maintenance of equipment</li> <li>▪ Transportation, storage, packaging, protection and delivery</li> <li>• Know about the laws and regulations applicable to jewellery products, such as Hong Kong's Marking Order &amp; Definition Regulation for Gold Alloy Articles</li> </ul> <p>2. Apply basic knowledge of quality control of jewellery</p> <ul style="list-style-type: none"> <li>• Perform the routine duties of quality control of jewellery products under instruction, including: <ul style="list-style-type: none"> <li>○ Quality control of supplied materials</li> <li>○ Quality control during the manufacturing processes</li> <li>○ Quality control of the finished products</li> <li>○ Quality control of sub-standard products</li> <li>○ Rectification and prevention actions</li> <li>○ Customer complaints and return of goods</li> <li>○ Internal quality assessment</li> <li>○ Survey on customer satisfaction</li> </ul> </li> </ul> <p>3. Professionalism</p> <ul style="list-style-type: none"> <li>• Ensure the product quality meets customer requirements and international standards to improve the product quality of the organization</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> <li>• Able to understand the basic concept of quality control of jewellery and apply such knowledge in relevant job duties in the jewellery industry; and</li> <li>• Perform the routine duties of quality control of jewellery products under instruction in compliance with the requirements of the ISO 9001 quality management system guidelines.</li> </ul>
Remark	