

Specification of Competency Standards
for the Jewellery Industry
Unit of Competency

Functional Area - Quality Management

Title	Develop quality inspection reports and quality assurance schemes on jewellery/parts
Code	108983L3
Range	This unit of competency is applicable to practitioners responsible for duties related to quality management of jewellery products. Practitioners should be capable of making analysis and judgments. They should be able to understand the content of the quality inspection reports on jewellery/parts, and compile quality inspection reports and formulate quality assurance schemes independently after obtaining, organizing, analyzing and assessing the information on quality inspection.
Level	3
Credit	6
Competency	<p>Performance Requirements</p> <p>1. Understand the quality inspection reports on jewellery/parts</p> <ul style="list-style-type: none"> • Know about the pros and cons of sampling inspection • Know about the pros and cons of one hundred percent inspection • Know about the implementation of quality inspection in the organization • Understand the importance of complete quality inspection reports and their content <p>2. Develop quality inspection reports and quality assurance schemes</p> <ul style="list-style-type: none"> • Compile quality inspection reports on jewellery/parts, such as: <ul style="list-style-type: none"> ○ Know about relevant testing methods ○ Know how to read test data ○ Do not doubt the data/test results and remain steadfast in the position for making judgments ○ Compile quality inspection reports on jewellery/parts with the use of proper report structure and writing style in accordance with the pass/fail data ○ Report the quality inspection results to the superiors of the same department or the management of the organization • Formulate quality assurance schemes on jewellery/parts, such as: <ul style="list-style-type: none"> ○ Set quality assurance standards and requirements of skills ○ Determine the responsibility of the person conducting quality assurance ○ Allocate resources for implementing quality assurance ○ Determine the code of practice for quality assurance ○ Determine the quality monitoring points for jewellery manufacturing operations ○ Determine the methods of quality inspection and the items to be tested ○ Rectify measures for deviation in quality ○ Internal quality inspection ○ Formulate document filing plans ○ Formulate quality assessment plans ○ Adjust the implementation plans based on the resource allocation of quality assurance and communicate effectively with the quality inspectors participating in the process, such as: <ul style="list-style-type: none"> ▪ All cost requirements ▪ The needs of quality management personnel, such as the number of staff required and the training needs of staff ▪ Facilities, equipment, material supply and reference standards <p>3. Professionalism</p>

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	<ul style="list-style-type: none">• Ensure the accuracy and timeliness of the content and data of the quality inspection reports• Complying with the code of ethical conduct, prepare the financial reports with integrity and prevent fraudulent conduct• Exercise appropriate judgments and adjustments on resource allocation with professional knowledge and behaviours to develop quality assurance plans
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none">• Able to compile quality inspection reports on jewellery/parts independently after obtaining and analyzing the information on quality inspection; and• Formulate quality assurance schemes on jewellery/parts for the organization to ensure the quality of the jewellery products of the organization meet the required standards.
Remark	