

Specification of Competency Standards
for the Jewellery Industry
Unit of Competency

Functional Area - Testing and Certification

Title	Monitor and review the implementation of the quality management system of the gemmological laboratories
Code	109020L6
Range	This unit of competency is applicable to practitioners responsible for formulating policies in gemmological laboratories in the jewellery industry. Practitioners should be capable of continuously monitoring and rigorously reviewing the implementation of the quality management system for testing/calibration by evaluating the performance of the gemmological laboratories, so as to derive appropriate improvement recommendations.
Level	6
Credit	6
Competency	<p>Performance Requirements</p> <p>1. Know about the objectives of the quality management system of the gemmological laboratories and the key performance indicators of the management system</p> <ul style="list-style-type: none"> • Determine the quality management system of the gemmological laboratories, including: <ul style="list-style-type: none"> ○ Operation of the quality management system <ul style="list-style-type: none"> ▪ Quality control structure ▪ Management objectives ▪ Management policy ▪ Communication mechanism ▪ Operation and co-ordination processes with different organizations/ departments ○ Develop the key performance indicators for the implementation of the quality management system of the gemmological laboratories ○ Review various quality assurance documentation records, including: <ul style="list-style-type: none"> ▪ Document management ▪ Records of improvement plans and measures ○ Analyze/review the relevant staff involved in the operation of the gemmological laboratories, including: <ul style="list-style-type: none"> ▪ Roles ▪ Duties ▪ Check current capabilities ▪ Improvement areas ▪ Training advice <p>2. Monitor and review the implementation of the quality management system of the gemmological laboratories</p> <ul style="list-style-type: none"> • Review the objectives and content of the actual implementation of the quality control plan • Review the quality assurance manual and work instructions of the testing/identification workplace and revise as appropriate • Strictly review the performance and assess the implementation and operation of the quality management system • Review, analyze and improve the quality management system, including: <ul style="list-style-type: none"> ○ Review the effectiveness of the system and the factors that cause insufficiency ○ Based on the results of the quality review, conduct a detailed analysis to develop an improvement plan for the quality management system

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	<ul style="list-style-type: none"> ○ Collect opinions from relevant staff and make recommendations on the improvement measures of the quality management system according to one's level of responsibility and work procedures ○ Launch and monitor plans for staff training and skills development related to the quality management system and continuous improvement <p>3. Professionalism</p> <ul style="list-style-type: none"> • Ensure that the quality management system of the gemmological laboratories is monitored and reviewed regularly and effectively, so as to improve the operation of the laboratories continuously
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Able to monitor and rigorously review the implementation of the quality management system of the gemmological laboratories in the testing/calibration activities within the scope of work; and • Able to recommend the improvement measures and launch of the quality processes to improve the performance of individuals and teams in their work areas.
Remark	