

**Specification of Competency Standards
for the Manufacturing Technology Industry
Unit of Competency**

Functional Area - Product Quality Control and Testing

Title	Compile and maintain quality assurance procedures
Code	106535L4
Range	This unit of competency is applicable to the quality control department of the manufacturing technology corporation. In actual working environment, practitioners should be capable to compile, manage and continuously improve the quality assurance procedures for the specified workflow and ensure that employees can work under the quality assurance procedures
Level	4
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Understand relevant knowledge of quality assurance procedures <ul style="list-style-type: none"> • Understand the concept of quality management • Understand the corporate quality management system, objectives, policies and manuals • Understand the relevant work and manufacturing processes • Understand the application of quality tools, such as the Quality Circle, Poka Yoke and fishbone diagrams • Understand the ergonomics and the application methods 2. Compile, manage and continuously improve the quality assurance procedures <ul style="list-style-type: none"> • According to the requirements of quality management manuals, compile and preventatively maintain the quality assurance procedures for the specified workflow, including personnel capacity requirements, responsibilities, resources arrangements, monitoring points of effectiveness, workflow standards, inspection requirements and methods, and documents and other recording method • Ensure that all relevant staff are aware of the implementation and changes of quality assurance procedures, ensure that all relevant employees can work under the quality assurance procedures • Examine the applicability of the quality assurance procedures, make regularly improvement and updates 3. Professional handling of compile, manage and continuously improve the quality assurance procedures <ul style="list-style-type: none"> • Ensure the accuracy of the information on the quality assurance procedures • Ensure that the quality assurance procedures meets the corporate latest developments
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable to compile and preventatively maintain the quality assurance procedures for the specified workflow in accordance with the requirements of quality management manuals, • Capable to examine the applicability of the quality assurance procedures and ensure that all relevant employees can work under the quality assurance procedures
Remark	