

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

Functional Area - Product Quality Control and Testing

Title	Plan and carry out quality management audit
Code	106537L4
Range	This unit of competency is applicable to the quality control departments of the corporations of Manufacturing Technology Industry. Practitioners should be capable to base on relevant international and industrial requirements of quality management systems, and the corporate quality management objectives and policies, plan and carry out quality management audit
Level	4
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Understand relevant knowledge of quality management audit</p> <ul style="list-style-type: none"> • Understand the concept of quality management • Understand the corporate quality management system, objectives, policies, manuals and culture • Understand all kinds of purpose, role and values of audit,, including quality control system audit, review workflow, job performance review, compliance audits and regulatory audits • Understand the audit methods and techniques <p>2. Carry out quality management audit</p> <ul style="list-style-type: none"> • Compile a list of quality management audit in accordance with the relevant requirements of international and industrial quality management systems • Formulate a regular internal review and management review plan • Carry out reviews, including the review plans and preparation, sampling inspection and observation, communication with management and junior staff and management review procedures • Compile review reports and reports of not qualified items and carry out reporting • Make recommendations for improvement and follow-up corrective measures • According to the quality conditions of the corporation, properly adjust the quality of future goals <p>3. Professional handling of quality management audit</p> <ul style="list-style-type: none"> • Keep tracking the relevant developments of quality management, ensure the quality policies of the corporation are updated, and comply with relevant international and industrial quality management system requirements
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable to make recommendations for improvement and follow-up corrective measures • Capable to report the quality conditions to the top management of the corporation, and submit review reports and reports of not qualified items
Remark	