

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

Functional Area - Product Quality Control and Testing

Title	Formulation and maintain quality management policies and quality manual
Code	106594L5
Range	This unit of competency is applicable to each quality control department of corporation of Manufacturing Technology Industry. Practitioners should be capable to fully master the quality management skills, knowledge and operation strategies and quality management culture, capable to formulate and maintain the Quality Policy and Quality Manual.
Level	5
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Understand relevant knowledge of formulation and maintenance of quality management policies and quality manual</p> <ul style="list-style-type: none"> • Know the overall business strategies of the corporation • Understand the existing corporate quality management system and quality objectives • Understand the importance of quality policy • Understand different natures of quality policy and the development trends • Understand the concept of excellent of quality management <p>2. Formulation and maintenance of quality management policies and quality manual</p> <ul style="list-style-type: none"> • Analyse the gap between the real operating conditions and the industry requirements on quality management systems and related corporate quality objectives • According to the corporate development directions, formulate a measurement of the effectiveness of the quality management policy • According to quality policy, formulate or revise quality manual, so that the quality policy can be applied on each job • Set up communication channel for the content of policy and manual, evaluate the mechanism and improve the mechanisms • Especially after any changes, ensure that all employees are aware of the content of quality policies and quality manual, so as to ensure the policy is exactly implemented <p>3. Professional handling of formulation and maintenance of quality management policies and quality manual</p> <ul style="list-style-type: none"> • The formulated quality policy and quality manual are able to meet the corporate development and able to enhance the quality level and productivity of the corporation • Follow legislation of each country to protect the interests of corporation
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable to formulate quality policy in accordance with the corporate development, set up measurement for efficiency and also carry out continuously improvement. • Capable to formulate quality manual, quantify quality policy and make the quality policy can be applied in all jobs.
Remark	