

**Specification of Competency Standards**  
**for the Testing, Inspection and Certification Industry**  
**Unit of Competency**

Functional Area - Operations Management

Title	Establish code of conduct for inspection services
Code	105958L6
Range	This unit of competency (UoC) covers the abilities to establish code of conduct for implementing ethical work practices in inspection services within the inspection body in compliance with the statutory and accreditation requirements.
Level	6
Credit	2 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess knowledge of establishing code of conduct for inspection services</p> <ul style="list-style-type: none"> <li>• Interpret statutory requirements on ethical practices and legal responsibilities in all inspection activities and interactions with customers and manufacturers.</li> <li>• Examine the governance structure of the inspection body.</li> <li>• Command the concept of ethics and its role in professional practice.</li> <li>• Evaluate any potential ethical issues if and as they arise.</li> <li>• Maintain an awareness of contemporary ethical issues that may impact on own professional practice.</li> </ul> <p>2. Establish code of conduct for inspection services</p> <ul style="list-style-type: none"> <li>• Generate code of conduct for inspection services, e.g.: <ul style="list-style-type: none"> <li>○ commitment to ethical practices,</li> <li>○ solicitation and acceptance of advantage and entertainment,</li> <li>○ conflict of interest,</li> <li>○ protection of company information,</li> <li>○ outside work,</li> <li>○ compliance monitoring,</li> <li>○ promulgation of the code,</li> <li>○ allocation of inspection duties and monitoring of inspections.</li> </ul> </li> <li>• Establish procedures to interact with customers in compliance with ethical practices of the inspection body.</li> <li>• Develop and implement strategies to resolve ethical issues within the inspection body.</li> <li>• Take responsibility for addressing ethical issues and legal requirements in inspection services.</li> <li>• Periodically review the suitability and adequacy of the code of conduct.</li> </ul> <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> <li>• Document the code of conduct of inspection body within the management system for stating the policies on impartiality, confidentiality, professionalism, integrity, conflict of interest, and the organisation's commitment to complying with relevant legislations.</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> <li>• establish code of conduct for inspection services by interpreting the statutory requirements on bribery prevention and ethical practices in the inspection activities,</li> <li>• review periodically the code of conduct to maintain impartiality, confidentiality and integrity of inspectors and other personnel working in the inspection body.</li> </ul>
Remark	