

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

Functional Area - Testing Quality Management

Title	Implement laboratory quality management system
Code	105899L5
Range	This unit of competency (UoC) covers the abilities to implement quality management system in a testing / calibration laboratory in compliance with the formulated quality management system and procedures.
Level	5
Credit	2 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess knowledge of quality management system and its implementation requirements</p> <ul style="list-style-type: none"> <li>• Employ the concepts of continuous improvement processes.</li> <li>• Explain the formulated implementation plan of laboratory quality management system.</li> <li>• Identify the objectives of laboratory quality management system.</li> <li>• Determine resource requirements in the implementation process.</li> <li>• Examine the training needs of laboratory personnel responsible for the implementation of quality management system.</li> </ul> <p>2. Implement laboratory quality management system</p> <ul style="list-style-type: none"> <li>• Establish and follow the timeline for tasks to be performed with projected completion dates.</li> <li>• Secure necessary resources which are in place and available for implementation of laboratory quality management system, e.g.: <ul style="list-style-type: none"> <li>○ all financial requirements,</li> <li>○ personnel needs such as number of staff required, training need of staff,</li> <li>○ facilities, equipment, supplies of materials, reference standards.</li> </ul> </li> <li>• Adjust the implementation plan according to resource implications and communicate effectively with laboratory personnel involved in the implementation processes.</li> </ul> <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> <li>• Ensure the laboratory quality management system is implemented in compliance with the established plan and defined objectives.</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> <li>• implement quality management system in the laboratory by establishing the timeline for tasks to be performed in compliance with the defined objectives,</li> <li>• adjust the implementation plan by exercising appropriate judgement on resource implications.</li> </ul>
Remark	