

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

Functional Area - Testing Quality Management

Title	Monitor and review implementation of laboratory quality management system
Code	105900L6
Range	This unit of competency (UoC) covers the abilities to continuously monitor and critically review the implementation of quality management system in a testing / calibration laboratory and recommend appropriate improvement measures for the quality management system by evaluating the performance outcomes of the laboratory.
Level	6
Credit	2 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess knowledge of the objectives of laboratory quality management system and key performance indicators of the management system</p> <ul style="list-style-type: none"> • Define the objectives of laboratory quality management system. • Establish the key performance indicators of implementing the laboratory quality management system. • Examine a broad range of quality documentation, including records of improvement plans and initiatives. • Analyse roles, duties and current competencies of relevant personnel involved in laboratory operations. <p>2. Monitor and review implementation of laboratory quality management system</p> <ul style="list-style-type: none"> • Review and revise, where necessary, quality manuals and work instructions for the workplace. • Critically review performance outcomes and evaluate the implementation of quality management system and its operations. • Recommend improvement measures for the quality management system in accordance with own level of responsibility and workplace procedures. • Initiate and monitor training and skill development programmes for personnel in relation to quality system and continuous improvement. <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Ensure the quality management system is monitored and reviewed regularly and effectively for continuous improvement of the laboratory.
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • monitor and critically review the implementation of quality management system for testing/ calibration activities within the work area, • recommend improvement measures and initiate quality processes to enhance the performance of individuals and teams in the work area.
Remark	