

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

Functional Area - Testing Quality Management

Title	Conduct internal audit of laboratory quality system
Code	105903L5
Range	This unit of competency (UoC) covers the abilities to prepare for, carry out and document an internal audit of aspects of the quality system of a testing laboratory. It also covers the abilities to critically analyse audit findings to develop an action plan for implementing the identified corrective actions for continuous improvement.
Level	5
Credit	2 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess knowledge of conducting an internal audit</p> <ul style="list-style-type: none"> • Determine the scope of internal audit and evaluate detailed requirements of the planned audit. • Identity procedures and/or the work area to be audited, and collect relevant documentation. • Allocate roles and responsibilities of personnel in internal audit team. • Explain the audit process and develop a detailed audit plan in consultation with relevant personnel. • Develop an audit checklist to identify conformance and non-conformance. • Apply the concept of horizontal, vertical and witness audits in conducting internal audit. <p>2. Conduct internal audit and report findings</p> <ul style="list-style-type: none"> • Determine the components of the quality system and work area to be audited. • Collaborate with relevant personnel to maximise continuous improvement and ownership of the audit process. • Collect sufficient evidence to identify non-conforming aspects of the quality system. • Compile findings from the audit processes in the required format. • Maintain accurate records of internal audit. • Analyse nonconformities critically to investigate the root causes. • Propose corrective actions for identified nonconformities. • Suggest strategies and procedures for the implementation and monitoring of the corrective actions. • Generate an action plan for the implementation of corrective actions and monitoring of their effectiveness to improve the quality system. <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Ensure the internal audit of laboratory quality system is conducted timely and effectively.
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • conduct an internal audit of the laboratory quality system according to the audit plan by determining the scope and detailed requirements of the internal audit, • collect and analyse all necessary data/documentation/records to investigate nonconformities and their root causes, • generate an action plan to implement and monitor the corrective actions for continuous improvement of the laboratory quality system.
Remark	<p>The relevant international standards involved in this UoC are as follows:</p> <ul style="list-style-type: none"> • ISO/IEC 17025 General Requirements for the Competence of Testing and Calibration Laboratories • ISO 9001 Quality Management Systems

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	<ul style="list-style-type: none">• ISO 19011 Guidelines for Auditing Management Systems
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