

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

Functional Area - Operations Management

Title	Establish code of conduct for certification services
Code	105959L6
Range	This unit of competency (UoC) covers the abilities to establish code of conduct for implementing ethical work practices in certification services within the certification 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 certification services</p> <ul style="list-style-type: none"> • Interpret statutory requirements on ethical practices and legal responsibilities in all certification activities and interactions with customers. • Examine the governance structure of the certification body. • Command the concept of ethics and its role in professional practice. • Evaluate any potential ethical issues if and as they arise. • Maintain an awareness of contemporary ethical issues that may impact on own professional practice. <p>2. Establish code of conduct for certification services</p> <ul style="list-style-type: none"> • Generate code of conduct for certification services, e.g.: <ul style="list-style-type: none"> ○ commitment to ethical practices, ○ solicitation and acceptance of advantage and entertainment, ○ conflict of interest, ○ protection of company information, ○ outside work, ○ compliance monitoring, ○ promulgation of the code, ○ control, security and issuance of certificates. • Establish procedures to interact with customers in compliance with ethical practices of the certification body. • Develop and implement strategies to resolve ethical issues within the certification body. • Take responsibility for addressing ethical issues and legal requirements in certification services. • Periodically review the suitability and adequacy of the code of conduct. <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Document the code of conduct of certification 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.
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • establish code of conduct for certification services by interpreting the statutory requirements on bribery prevention and ethical practices in the certification activities, • review periodically the code of conduct to maintain impartiality, confidentiality and integrity of auditors and other personnel working in the certification body.
Remark	