

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

Functional Area - Inspection Operations

Title	Prepare work documents for conducting inspection
Code	105914L3
Range	This unit of competency (UoC) covers the abilities to prepare work documents and instructions for conducting inspection in accordance with standard operating procedures of the inspection body.
Level	3
Credit	1 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess knowledge of work documents required for conducting inspection</p> <ul style="list-style-type: none"> • Describe the inspection procedures such as planning, sampling, testing results recording. • Identify the specifications of product / process to be inspected and the production system such as significant factors, control points. • Identify the content or type of information to be collected during the inspection. • Collect and review the information relevant to inspection activities and work document preparation for recoding inspection results. • Describe the documentation and record system of the inspection body. <p>2. Prepare work documents for conducting inspection</p> <ul style="list-style-type: none"> • Identify the scope and requirements of the work documents and instructions. • Assign unique identification of work documents. • Follow documentation format to prepare documents by taking into consideration of selected inspection method, equipment and apparatus used, qualified personnel, sampling and testing requirements, acceptance criteria of inspection and professional judgement. • Control work documents to keep them up-to-date and available to the relevant personnel. • Maintain work documents to ensure their functionality for inspection <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Ensure work documents are appropriate and fit for intended use.
Assessment Criteria	<p>The integrated outcome requirement of this UoC is the ability to:</p> <ul style="list-style-type: none"> • prepare work documents fit for practical use in conducting inspection efficiently.
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