

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

Functional Area - Inspection Quality Management

Title	Formulate quality management system for inspection services
Code	105924L6
Range	This unit of competency (UoC) covers the abilities to formulate a quality management system in an inspection body according to its operational needs by critically evaluating requirements in relevant international standards and interpreting accreditation requirements.
Level	6
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess knowledge of quality management system for body providing inspection services</p> <ul style="list-style-type: none"> • Determine the scope of activities of the inspection body. • Analyse resources requirements and availability in the inspection body. • Critically evaluate the requirements of quality management system in relevant international standards for inspection body. • Interpret the requirements of quality management system in relevant accreditation scheme for inspection body. <p>2. Formulate quality management system in accordance with the requirements of relevant international standards</p> <ul style="list-style-type: none"> • Establish the framework for the management system that is capable of supporting and demonstrating the consistent achievement of the requirements of relevant international standards. • Develop policies and objectives for quality management system. • Evaluate a broad range of resources and manpower required for establishing, implementing and maintaining the management system. • Develop procedures for identifying, assessing and treating quality issues related to inspection functions. • Develop plan and procedures for implementing the quality management system in the inspection body, including the following components: <ul style="list-style-type: none"> ○ management system documentation, ○ control of documents and records, ○ internal audits, ○ management reviews, ○ corrective actions and preventive actions, ○ handling complaints and appeals. <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Ensure the quality management system is fit for the purpose and complies with the scope of activities of the inspection body.
Assessment Criteria	<p>The integrated outcome requirement of this UoC is the ability to:</p> <ul style="list-style-type: none"> • formulate the quality management system and its implementation procedures for an inspection body by critically evaluating the requirements in relevant international standards and accreditation scheme.
Remark	<p>The relevant international standard and accreditation scheme involved in this UoC are as follows:</p> <ul style="list-style-type: none"> • ISO/IEC 17020 Conformity Assessment – Requirements for the Operation of Various Types of Bodies Performing Inspection • HKIAS 003 Technical Criteria for Accreditation of Inspection Bodies