

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

Functional Area - Inspection Quality Management

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| Title | Evaluate subcontractor of inspection activities |
| Code | 105926L5 |
| Range | This unit of competency (UoC) covers the abilities to critically evaluate subcontractor of inspection activities to ensure the inspection quality conforming to relevant international standards and/or accreditation regulations. |
| Level | 5 |
| Credit | 2 (For Reference Only) |
| Competency | <p>Performance Requirements</p> <p>1. Possess knowledge of outsourcing and subcontracting strategy of the inspection body</p> <ul style="list-style-type: none"> • Interpret the outsourcing strategy by considering all related factors and its follow up activities for subsequent implementation / operation of the strategy. • Review the purpose, priority and specific requirements of subcontracting work with the customer request. • Define the scope of work provided by / subcontracting to the outsourcing entity. • Formulate criteria for the selection, qualification and monitoring of the outsourcing entity including documentation procedure of maintaining all related records to demonstrate the competency and impartiality, e.g. training records and resume demonstrating working experience, evaluation records. <p>2. Evaluate subcontractor of inspection activities</p> <ul style="list-style-type: none"> • Analyse the conditions under which outsourcing may take place, e.g. workload, need for further expertise, temporary incapacity, beyond the capability or resources of the inspection body. • Evaluate the competence, impartiality and confidentiality of the outsourcing entity to perform the outsourced inspection services. • Follow closely the policy and procedure for subcontracting of inspection service, including those procedures appropriate to site operations for management of contracts. • Advise subcontracting arrangement and gain approval of the customer for accepting the selected subcontractor. • Monitor the quality of subcontractor's services for inspection activities in conformance with relevant international standard. • Evaluate the subcontractor after the completion of work and update the register of subcontractors for inspection services. • Investigate dispute cases to identify causes and validity for dispute resolution and seek appropriate technical/legal advice to clarify dispute issues. <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Ensure the subcontractor conforms to requirements of the inspection body and also to relevant international standards. |
| Assessment Criteria | <p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • critically evaluate the competence, impartiality and confidentiality of the subcontractor to perform the outsourced inspection activities in accordance with the strategy of the inspection body, • take responsibility for all activities outsourced to subcontractor by monitoring and evaluating the quality of its work and outputs. |
| Remark | The relevant international standard and accreditation scheme involved in this UoC are as follows: |

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| | <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 |
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