

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

Functional Area - Inspection Quality Management

Title	Conduct management review on inspection services
Code	105927L5
Range	This unit of competency (UoC) covers the abilities to review the management system of the inspection body at planned intervals to ensure its continuing suitability, adequacy and effectiveness in accordance with relevant international standards and the quality management system of the inspection body.
Level	5
Credit	2 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess knowledge of management system of the inspection body and its review requirements</p> <ul style="list-style-type: none"> <li>• Determine the scope and detailed requirements of reviewing management system of the inspection body.</li> <li>• Determine scheme(s) / product(s) to be covered in the periodical management review.</li> <li>• Interpret the requirements of quality management system in relevant international standards.</li> <li>• Propose the agenda and review interval of the management review.</li> </ul> <p>2. Conduct management review of the inspection body</p> <ul style="list-style-type: none"> <li>• Gather related information for input to the management review, e.g.: <ul style="list-style-type: none"> <li>○ results of internal and external audits,</li> <li>○ feedback from clients and interested parties,</li> <li>○ the status of preventive and corrective actions,</li> <li>○ follow-up actions from previous management reviews,</li> <li>○ the fulfilment of objectives,</li> <li>○ changes that could affect the management system,</li> <li>○ appeals and complaints.</li> </ul> </li> <li>• Establish performance indicators in accordance with relevant international standards.</li> <li>• Analyse a range of collected information and recommend decisions and actions related to: <ul style="list-style-type: none"> <li>○ improvement of the effectiveness of the management system and its processes,</li> <li>○ improvement of the inspection body related to the fulfilment of relevant international standards,</li> <li>○ resource needs.</li> </ul> </li> <li>• Retain all records of the management review inputs and outputs, including the follow up actions.</li> <li>• Allocate required resources for improvement plan / action proposed in the management review.</li> <li>• Monitor and report progress of the follow up actions.</li> </ul> <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> <li>• Ensure all aspects of the management review have been covered and evaluated.</li> <li>• Exercise good analytical power to review the performance of the management system.</li> <li>• Strive for continual improvement by identifying improvement opportunities.</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> <li>• conduct management review in a timely and regular manner in accordance with the quality management system of the inspection body,</li> </ul>

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	<ul style="list-style-type: none"><li>• monitor and evaluate the progress of review outputs to ensure the continuing suitability, adequacy and effectiveness of the inspection body.</li></ul>
Remark	<p>The relevant international standards involved in this UoC are as follows:</p> <ul style="list-style-type: none"><li>• ISO/IEC 17020 Conformity Assessment – Requirements for the Operation of Various Types of Bodies Performing Inspection</li><li>• ISO 9001 Quality Management Systems</li></ul>