

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

Functional Area - Inspection Quality Management

Title	Conduct internal audit of inspection services
Code	105928L5
Range	This unit of competency (UoC) covers the abilities to prepare for, carry out and document an internal audit of the quality system of an inspection body. It also covers the abilities to objectively and critically analyse audit findings to develop improvement action plan.
Level	5
Credit	2 (For Reference Only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Possess knowledge of preparation for conducting an internal audit in the inspection body <ul style="list-style-type: none"> • Determine the scope and detailed requirements of the internal audit. • Describe procedures for conducting internal audit to verify the fulfilment of relevant international standards and accreditation requirements, as well as the internal guideline and specifications for internal audit. • Devise audit programme and audit plan by taking into consideration of the importance of the process and areas to be audited, as well as the results of previous audits. • Allocate audit resources with knowledge of inspection and requirements of the applied international standards. • Develop an audit checklist and auditing documents for collection of objective evidence within the scope. • Demonstrate inspection and auditing skills. • Apply the concept of horizontal, vertical and witness audits in conducting internal audit. 2. Conduct internal audit in the inspection body <ul style="list-style-type: none"> • Apply and document appropriate sample methodology, including the sampling method to be deployed in the internal audit. • Collect sufficient objective evidence to identify and evaluate non-conforming aspects of the quality system in the inspection body. • Analyse the evidence critically to identify suitable corrective actions. • Collaborate with relevant personnel to maximise continuous improvement and ownership of improvement. • Propose corrective actions for identified nonconformities. • Suggest strategies and procedures for the implementation and monitoring of the corrective actions. • Maintain audit documents and accurate records. • Document and report audit findings in the required format. 3. Exhibit professionalism <ul style="list-style-type: none"> • Ensure the internal audit is conducted timely and effectively. • Demonstrate unbiased judgement and impartiality with good communication skill and strong analytical power.
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • conduct an internal audit to collect and analyse the evidence critically to identify nonconformities in the inspection body, • document and report audit results, • generate an action plan to implement and monitor the corrective actions for continuous improvement of inspection services.
Remark	The relevant international standards involved in this UoC are as follows:

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

Functional Area - Inspection Quality Management

	<ul style="list-style-type: none">• ISO/IEC 17020 Conformity Assessment – Requirements for the Operation of Various Types of Bodies Performing Inspection• ISO 9001 Quality Management Systems• ISO 19011 Guidelines for Auditing Management Systems
--	--