

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

Functional Area - Inspection Operations

Title	Control inspection documents and records
Code	105991L5
Range	This unit of competency (UoC) covers the abilities to control and maintain a range of inspection documents and records to be readily retrievable in the inspection body according to relevant international standard and/or accreditation regulation.
Level	5
Credit	2 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess knowledge of document control system in an inspection body</p> <ul style="list-style-type: none"> <li>• Interpret the requirements of control of documents and control of records in relevant international standard and/or accreditation scheme.</li> <li>• Describe the procedures to control both internal and external documents in the inspection body.</li> <li>• Determine a range of documents to be controlled in the inspection body.</li> <li>• Describe the procedures for identification, storage, protection, retrieval, retention time and disposition of records.</li> <li>• Describe the procedures to retain inspection records with consideration of contractual and legal obligations as well as confidentiality arrangements.</li> </ul> <p>2. Control inspection documents and records</p> <ul style="list-style-type: none"> <li>• Approve documents for adequacy before issuing for use.</li> <li>• Review and, where necessary, revise and re-approve documents periodically to ensure continuing suitability and compliance with applicable requirements and identify the changes and the current revision status of documents.</li> <li>• Identify documents of external origin and control their distribution.</li> <li>• Remove invalid or obsolete documents from all points of issue or use.</li> <li>• Store and retain records in a way that they are readily retrievable in the inspection body.</li> <li>• Retain records for a period consistent with the contractual and legal obligations of the inspection body.</li> </ul> <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> <li>• Ensure controlled documents are reviewed and managed effectively in the inspection body.</li> <li>• Ensure controlled records are retained securely and confidentially.</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> <li>• approve, review and revise inspection documents to ensure continuing suitability and compliance with applicable requirements,</li> <li>• control and retain records according to the established procedures and confidentiality arrangements.</li> </ul>
Remark	<p>The relevant international standard and laboratory accreditation scheme 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>• HKIAS 003 Technical Criteria for Accreditation of Inspection Bodies</li> </ul>