

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

Functional Area - Certification Operations

Title	Identify and select competent audit team
Code	105936L4
Range	This unit of competency (UoC) covers the abilities to identify and select the audit team, including the audit team leader, according to the pre-determined competence criteria with regard to the requirements of management system standard.
Level	4
Credit	2 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess knowledge of specific management system standards and certification body's processes</p> <ul style="list-style-type: none"> • Describe procedures of certification body to obtain the information of client's products, processes and organisation. • Identify the client business sector. • Describe the specific management system standard that the client is to be certified. • Describe the pre-determined competence criteria of required knowledge and skills necessary to effectively perform audit and certification tasks. <p>2. Identify and select competent audit team</p> <ul style="list-style-type: none"> • Analyse the requirements of management system standard or specification for each technical area and for each function in the certification process. • Identify competent audit team members with the following consideration: <ul style="list-style-type: none"> ○ audit objectives, scope, and competence criteria, ○ requirements of management system standard or specification, ○ certification requirements, e.g. statutory, regulatory or contractual aspects. • Select competent audit team members according to the client's management system / operation, objectives of the audit and physical location. <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Ensure the audit team members are competent in conducting certification audits. • Demonstrate effective communication and planning skills.
Assessment Criteria	<p>The integrated outcome requirement of this UoC is the ability to:</p> <ul style="list-style-type: none"> • identify and select audit team including auditors and audit team leaders, taking into account of the competence needed to achieve the objectives of the audit.
Remark	