

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

Functional Area - Certification Operations

Title	Lead and supervise on-site certification audit activities
Code	105939L5
Range	This unit of competency (UoC) covers the abilities to lead and supervise an audit team to perform on-site audit activities effectively and smoothly in the organisation under audit.
Level	5
Credit	2 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess knowledge of audit principles, practices and techniques</p> <ul style="list-style-type: none"> • Examine the certification scheme and management system requirements of the organisation under audit (or client) with reference to the audit objectives, criteria, scope and resource requirements according to the audit plan. • Review previous audit results and the current status of management system of the certified organisation for surveillance audit. <p>2. Lead and supervise on-site audit activities</p> <ul style="list-style-type: none"> • Conduct and record the opening meeting with the client's management to confirm the agreement of the audit plan and activities and record the attendance. • Assign roles and tasks of team members, including observers (if any), according to the audit plan and request for guides. • Keep the client updated of the audit progress. • Resolve any conflicts and dispute. • Conclude the audit findings by confirming if the audit criteria are met and agreeing all audit findings with the audit team. • Conduct closing meeting with the client by presenting the audit findings made by the audit team. <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Demonstrate effective and efficient leadership and communications skills.
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • lead and coordinate the audit within the audit team and with the client, • supervise and manage the audit team to conduct the on-site certification audit by considering the needs and requests of client and audit team members.
Remark	