

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

Functional Area - Certification Operations

Title	Perform on-site audit for initial certification of management system
Code	105940L5
Range	This unit of competency (UoC) covers the abilities to perform the on-site audit for initial certification of the client to critically evaluate the implementation of the client's management system and justify its effectiveness against the requirements of relevant standard.
Level	5
Credit	2 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess knowledge of on-site audit of management system</p> <ul style="list-style-type: none"> • Examine the certification scheme and management system requirements of the client organisation. • Determine the key performance / significant aspects, processes, objectives and operation of the applied management system(s). • Apply audit principles, practices and techniques. • Describe the process of the certification body on performing the on-site audit. <p>2. Perform on-site audit for initial certification of management system</p> <ul style="list-style-type: none"> • Collect and analyse information and evidence to confirm the conformity to all requirements of the applicable management system standard. • Evaluate the client's performance monitoring, measuring, reporting and reviewing critically against key performance objectives or legal compliance. • Review the operational control of the client's processes. • Record all audit findings accurately. • Analyse findings and conclusions of internal audits and management reviews and examine any corrective actions taken. <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Demonstrate competent auditing skills and effective communication skills • Exercise effective time management and professional judgement during the on-site audit.
Assessment Criteria	<p>The integrated outcome requirements of this UoC is the ability to:</p> <ul style="list-style-type: none"> • perform on-site audit for initial certification to critically evaluate the implementation of the client's management system and justify its effectiveness against the requirements of relevant management system standard.
Remark	