

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

Functional Area - Certification Operations

Title	Select samples of record / evidence for characteristics determination
Code	105941L4
Range	The unit of competency (UoC) covers the abilities to select representative samples of record / evidence during the on-site audit of the organisation to conclude if the audit criteria are fulfilled.
Level	4
Credit	2 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess knowledge of sampling techniques for characteristics determination</p> <ul style="list-style-type: none"> • Identify audit objectives, scope and criteria and other information relating to interface between functions, activities and processes of the organisation, as well as distribution of physical location. • Identify the population of the sampling pool with reference to the objective of the sampling plan and characteristics of the organisation to be audited. • Define the period to be reviewed with reference to the audit sampling programme and certification scheme. <p>2. Select and collect information by appropriate sampling</p> <ul style="list-style-type: none"> • Determine the sources of samples. • Select representative and verifiable samples. • Confirm the confidence level of sampling and the impact to the audit findings in accordance with the sampling methodology. • Consider if the sample size should be extended when the audit conclusion cannot be determined. • Record the sample selected including the population (e.g. size / period under review), source of the sample and unique identifier of the sample. <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Observe the confidentiality and privacy in the course of sampling.
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • identify and select representative and verifiable samples as audit evidence by appropriate sampling, • document records / evidence selected to ensure traceability and to support the audit findings based on the established fact.
Remark	