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

Functional Area - Certification Quality Management

Title	Evaluate performance of personnel involved in audits and certification activities
Code	105948L6
Range	This unit of competency (UoC) covers the abilities to critically evaluate the performance of personnel conducting audits and certification by applying the performance criteria with regard to the requirements of each type of management system / product standard or specification, for each technical area, and for each function in the certification process.
Level	6
Credit	2 （For Reference Only）
Competency	Performance Requirements 1. Possess knowledge of performance criteria with regard to the requirements of management system standard or specification and evaluation methods - Define performance criteria for personnel involved in the audits and certification with regard to certification functions, e.g.: - conducting the application review, - reviewing audit reports and making certification decisions, - auditing, - leading the audit team. - Interpret the requirements of management system / product certification in relevant international standards. - Explain evaluation methods for assessing the performance of audit and certification personnel, e.g.: - review of records, - feedback from past employers, by peers, from the client / market, - interviews, - observations, - examinations, - post-audit review. 2. Evaluate performance of personnel involved in certification audits - Select appropriate evaluation methods for on-going monitoring of the performance of auditing personnel. - Apply relevant performance criteria according to the technical area and the function in the certification activity. - Critically evaluate the performance of personnel involved in the audits and certification according to the requirements of management system / product standard or specification. - Review the evaluation results to identify training needs of the personnel in the light of their performance. - Document the evaluation processes and findings according to the standard operating procedures of the certification body. 3. Exhibit professionalism - Ensure that the evaluation methods are effective.
Assessment Criteria	The integrated outcome requirement of this UoC is the ability to: critically evaluate the performance of personnel involved in the audit and certification activities by applying relevant performance criteria with regard to the requirements of the management system / product standards or specification to be certified.

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Remark	