

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

Functional Area - Certification Quality Management

Title	Implement certification quality management system
Code	105949L5
Range	This unit of competency (UoC) covers the abilities to implement quality management system in a certification body in compliance with the formulated quality management system and procedures.
Level	5
Credit	2 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess knowledge of quality management system and its implementation requirements for certification body</p> <ul style="list-style-type: none"> <li>• Apply the concepts of continuous improvement processes.</li> <li>• Explain the formulated implementation plan of quality management system.</li> <li>• Examine the objectives of quality management system for certification body.</li> <li>• Determine resource requirements in the implementation process.</li> <li>• Investigate the training needs of personnel responsible for the implementation of quality management system.</li> </ul> <p>2. Implement quality management system in a certification body</p> <ul style="list-style-type: none"> <li>• Establish and follow the timeline for tasks to be performed with projected completion dates.</li> <li>• Secure necessary resources which are in place and available for implementation, e.g.: <ul style="list-style-type: none"> <li>○ financial requirements,</li> <li>○ personnel needs such as number of staff required, training need of staff,</li> <li>○ facilities, equipment, supplies of materials.</li> </ul> </li> <li>• Establish a system for monitoring the quality management system of the certification body.</li> <li>• Adjust the implementation plan and communicate effectively with personnel involved in the implementation of quality management system.</li> </ul> <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> <li>• Ensure the quality management system is implemented in compliance with the established plan and defined objectives.</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> <li>• implement quality management system in the certification body by establishing the timeline for tasks to be performed in compliance with the defined objectives,</li> <li>• establish a system for monitoring the quality management system and adjust the implementation plan by exercising appropriate judgement.</li> </ul>
Remark	