

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

Functional Area - Certification Quality Management

Title	Evaluate subcontractor of certification activities
Code	105950L5
Range	This unit of competency (UoC) covers the abilities to critically evaluate subcontractor of certification activities to ensure the audit quality and conformity to the relevant standards.
Level	5
Credit	2 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess knowledge of outsourcing and subcontracting strategy of the certification body</p> <ul style="list-style-type: none"> • Interpret the outsourcing strategy by considering all related factors and its follow up activities for subsequent implementation / operation of the strategy. • Define the work of scope provided by / subcontracting to the outsourcing entity. • Formulate guidelines for the selection, qualification and monitoring of the outsourcing entity including documentation procedure of maintaining all related records to demonstrate the competency and impartiality, e.g. training records and resume demonstrating working experience, evaluation records. <p>2. Evaluate subcontractor of certification activities</p> <ul style="list-style-type: none"> • Analyse the conditions under which outsourcing may take place. • Critically evaluate the competence, impartiality and confidentiality of the outsourcing entity to perform the outsourced services. • Provide appropriate training tools and means to the outsourcing entity and information related to their services provided, including the accreditation and standard requirements. • Monitor the quality of all entities that provided outsourced services used for certification activities in conformance with relevant standard. • Maintain records of competence of outsourcing entities, including auditors and technical experts. <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Ensure the outsourced entities conform to the requirements of the certification body and also to relevant international standards.
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • critically evaluate the competence, impartiality and confidentiality of the outsourcing entity to perform the outsourced certification services in accordance with the strategy of the certification body, • take responsibility for all activities outsourced to subcontractor by monitoring the quality of its work and outputs.
Remark	<p>The relevant international standards and accreditation scheme involved in this UoC are as follows:</p> <ul style="list-style-type: none"> • ISO/IEC 17021 Conformity Assessment – Requirements for Bodies Providing Audit and Certification of Management Systems • ISO/IEC 17065 Conformity Assessment – Requirements for Bodies Certifying Products, Processes and Services • HKCAS 003 Technical Criteria for Accreditation of Management System Certification Bodies • HKCAS 023 Technical Criteria for Accreditation of Product Certification Bodies