Functional Area - Certification Operations

Title	Qualify competent personnel for conducting certification activities
Code	105990L6
Range	This unit of competency (UoC) covers the abilities to critically evaluate the competence of personnel for each technical area and for each function of the certification activity and exercise professional judgement to qualify the personnel for conducting audits and certification activities.
Level	6
Credit	2 （For Reference Only）
Competency	Performance Requirements 1. Possess knowledge of competence criteria with regard to the requirements of management system standard or specification and evaluation methods as per the certification service requirements - Identify competence criteria of required knowledge and skills for personnel involved in conducting certification audits with regard to certification functions, e.g.: - conducting the auditors' application review including the qualification, training and working experience evidence, - Interpret the requirements of management system certification in relevant international standards. - Interpret a broad range of evaluation methods for assessing the competence of audit and certification personnel, e.g.: - auditing skills including interview and presentation skills, - audit reporting skill, - review of records, - feedback from past employers, by peers, from the client / market. 2. Qualify competent personnel for conducting certification activities - Select appropriate evaluation methods for initial competence evaluation of personnel. - Apply relevant competence criteria according to the technical area and the function in the certification activity. - Organise the qualifying audit and assess the performance of auditor trainees by: - critically evaluating the competence of personnel for conducting certification activities according to the requirements ofmanagement system / product standard or specification, - critically evaluating the audit coverage, depth and judgement of the auditors-in-training, including time management and handling of auditees. - Review the evaluation results to qualify competent personnel to be involved in certification activities. - Document the evaluation processes and results according to the standard operating procedures of the certification body. 3. Exhibit professionalism - Ensure that the objective evaluation methods are effective.
Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to: - critically evaluate the competence of personnel to be involved in the audit and certification activities by applying relevant competence criteria, - review the evaluation results to qualify competent personnel for conducting certification activities.
Remark	