Unit of Competency

Functional Area: Quality Management

Title	Implement ISO (International Organization for Standardization) Quality Management Standards
Code	104868L5
Range	This unit of competency (UoC) is applicable in factories/companies of timepiece products. It covers the abilities to implement ISO quality management standards in daily operations.
Level	5
Credit	9 (for reference only)

Competency	Performance Requirements
	1. Understand ISO quality management standards
	  • Understand daily operations of the organization
	  • Understand ISO9001 quality management and quality assurance series of standards
	2. Implement ISO quality management standards
	  • Implement ISO9001 quality management and quality assurance series of standards, including:
	    • Quality management responsibilities for staff of all levels
	    • Quality assurance system
	    • Document and information management mechanism
	    • Procurement management mechanism
	    • Work process review mechanism
	    • Control and correction system for Sub-standard items or products
	    • Quality record control system
	    • Internal quality audit system
	  • Communicate and coordinate with department heads to facilitate the integration of ISO9001 quality management system requirements with the corporate structure
	  • Explain to staff of all levels on how the document structure of ISO9001 quality management system, including the quality manual, procedure documents, job specifications, etc., coordinates with daily operations
	3. Exhibit professionalism
	  • Ensure that the products meet customer requirements and international standards

Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to:
	  • Fully master the details and documentary procedures of ISO9001 quality system as well as the daily operations of the organization;
	  • Execute the technical requirements of ISO9001 quality management system; and
	  • Coordinate with department heads on the implementation of ISO9001 quality management system in the daily operations of the organization.

Remark	