

Specification of Competency Standards of the Watch & Clock Industry

**Unit of Competency**

**Functional Area: Operational Management**

Title	Implement Worksite/Factory Management
Code	104886L4
Range	This unit of competency (UoC) is applicable in timepiece companies. It covers the abilities to apply professional knowledge of production management to perform such duties in accordance with relevant occupational safety and environmental protection ordinances.
Level	4
Credit	9 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> <li>1. Possess the knowledge of production management and occupational safety in timepiece worksites/factories <ul style="list-style-type: none"> <li>• Understand timepiece manufacturing techniques</li> <li>• Understand timepiece production management, e.g.: <ul style="list-style-type: none"> <li>• Production material management</li> <li>• Quality control</li> <li>• Production time management</li> <li>• Production effectiveness</li> </ul> </li> <li>• Understand the requirements of relevant occupational safety and environmental protection ordinances</li> <li>• Master the maintenance of the factory equipment</li> <li>• Master the use of fixtures</li> <li>• Master the use of semi-automatic and fully-automatic equipment in timepiece and component worksites</li> </ul> </li> <li>2. Manage various departments in worksites/factories <ul style="list-style-type: none"> <li>• Implement daily operational management in timepiece worksites/factories</li> <li>• Execute timepiece production plan, determine the requirement of production volume, cost, quality and delivery time <ul style="list-style-type: none"> <li>• Master production schedule</li> <li>• Material requirements planning</li> </ul> </li> <li>• Settle non-routine problems arising in departmental operation</li> <li>• Design workflow and provide safe working environment in accordance with relevant ordinances</li> <li>• Devise appropriate guidelines to handle problems arising from chemical products and heat to avoid accidents</li> <li>• Report and assess production performance, and capable to make use of the relevant information in staff training</li> </ul> </li> <li>3. Exhibit professionalism <ul style="list-style-type: none"> <li>• Implement worksite/factory management according to the safety guidelines of the Occupational Safety and Health Ordinance</li> </ul> </li> </ol>
Assessment Criteria	<p>The integrated outcome requirement of this UoC is the ability to:</p> <ul style="list-style-type: none"> <li>• Employ the knowledge of timepiece production management to manage various departments in worksites/factories in accordance with relevant occupational safety and environmental protection ordinances to enhance production effectiveness.</li> </ul>
Remark	