

Specification of Competency Standards
for the Jewellery Industry
Unit of Competency

Functional Area - Production □

Title	Implement worksite/factory management
Code	108957L4
Range	This unit of competency is applicable to worksite/factory managers of jewellery manufacturing organizations. Practitioners should be capable of making careful analysis and judgments. They should be able to apply professional knowledge of production management to effectively perform such duties independently in accordance with the relevant occupational safety and environmental protection ordinances.
Level	4
Credit	9
Competency	<p>Performance Requirements</p> <p>1. Know about production management and occupational safety in jewellery manufacturing worksites/factories</p> <ul style="list-style-type: none"> • Know about the management system of the organization • Know about basic jewellery manufacturing/production techniques • Know about production management of jewellery, such as: <ul style="list-style-type: none"> ○ Production material management ○ Quality control ○ Production time management ○ Production effectiveness • Know about the requirements of the relevant occupational safety and environmental protection ordinances • Know about the maintenance methods of the equipment in the factories • Know how to use clamps • Know about the application of semi-automated and fully automated manufacturing worksite equipment, such as radio frequency identification technology • Understand the concept of systematic maintenance and its implementation methods, such as total productive maintenance <p>2. Manage worksites/factories</p> <ul style="list-style-type: none"> • Implement daily operational management in jewellery manufacturing worksites/factories • Execute jewellery production plans, and determine the requirements of production volumes, costs, quality and delivery time, such as: <ul style="list-style-type: none"> ○ Master production schedule ○ Material requirements planning • Settle non-routine problems arising in the departmental operation • Design workflow and provide a safe working environment in accordance with the relevant ordinances • Devise appropriate guidelines for the operation of manufacturing equipment and for handling chemical products and heat to avoid accidents • Report and assess production performance, and make use of the relevant information for the arrangement of staff training <p>3. Professionalism</p> <ul style="list-style-type: none"> • Comply with the safety guidelines and codes of practice of the Occupational Safety and Health Ordinance and relevant environmental protection ordinances to implement worksite/factory management

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Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <ul style="list-style-type: none">• Able to employ professional knowledge of jewellery production management to manage various departments in worksites/factories in accordance with the relevant occupational safety and environmental protection ordinances to maintain production effectiveness.
Remark	