Specification of Competency Standards of the Watch & Clock Industry
Unit of Competency

Functional Area: Quality Management

Title	Compile Quality Control Reports on Movements, Parts and Complete Watches
Code	104861L3
Range	This unit of competency (UoC) is applicable in factories/companies of timepiece products. It covers the abilities to understand the content of the quality control reports on movements, parts and complete watches, and can compile quality control reports independently after obtaining, organizing and assessing the information on quality check.
Level	3
Credit	6 (for reference only)

Competency	Performance Requirements
	1. Understand quality control reports on movements, parts and complete watches
	  • Understand the advantages and disadvantages of sampling checks
	  • Understand the advantages and disadvantages of full checking
	  • Understand the quality methods of the organization
	  • Understand the purposes, formats and focus of quality control reports
	2. Compile quality control reports on movements, parts and complete watches
	  • Understand quality problems of each working procedure and their causes, such as:
	    • Ineffective monitoring
	    • Insufficient training for technical staff
	    • Problems of instruments and equipment
	    • Lack of technical information
	    • Negligence in communication and coordination
	  • Quantify quality management problems, analyze relevant data and information and make conclusion and suggestions
	  • Use correct structure and writing style for reports to compile quality control reports on movements, parts and complete watches
	  • Report the content of the quality control reports to the management of the organization
	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: • Compile quality control reports independently after obtaining, organizing and assessing the information on quality check; submit the reports to the management.
Remark	