

Specification of Competency Standards of the Watch & Clock Industry

Unit of Competency

Functional Area: Quality Management

Title	Coordinate the Implementation of Quality Management System
Code	104866L4
Range	This unit of competency (UoC) is applicable in factories/companies of timepiece products. It covers the abilities to master the quality management system, and explain to all department heads and staff of all levels on how the quality management system is implemented in daily operations of the organization.
Level	4
Credit	6 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Possess the knowledge of quality management system and organizational operation <ul style="list-style-type: none"> • Understand the quality management system of the organization, including quality management structure, documentary data management, management policy, measurement of effectiveness, management goal, assessment, audit, improvement, training and communication systems • Understand the operation of the quality management system of the organization • Understand the operation of all departments and coordination flow for timepiece production 2. Coordinate the implementation of quality management system <ul style="list-style-type: none"> • Communicate with all department heads and staff of all levels to understand daily operations of the organization, explain the quality management system, coordinate the formulation of working guidelines or procedures that are feasible and conform to the quality management system • Communicate with the information management system department in order to implement the quality management system • Explain to staff of all levels on the document management system and effectiveness measurement mechanism • Gather or coordinate information to execute the effectiveness measurement mechanism • Report the implementation status of quality management to the management 3. Exhibit professionalism <ul style="list-style-type: none"> • Ensure that staff clearly understand the international standards for quality management • Ensure that the products meet customer requirements and international standards
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • Master the organization's quality management system and the operation of all departments, communicate with staff of all levels, coordinate the formulation of working guidelines or procedures that are feasible and conform to the quality management system; • Explain to staff of all levels on how the quality management system is implemented; and • Gather or coordinate information to execute the effectiveness measurement mechanism and report to the management.
Remark	