

Competence 7

The ability to implement and manage company quality systems in the workplace

This meets the requirements of IMCA R/R11/000/04/05

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|------------------------------|--|-------|--|
| Candidate Name: | | Date: | |
| Activity Number (1,2, or 3): | | | |

Performance Criteria: all of these must be assessed over a minimum of 3 work activities

Type of Evidence: Observation (O), Work Product (P), Written (W), Questioning (Q), Not Covered (N/C) or Not Applicable (N/A)

| Performance Criteria | | Type of Evidence |
|----------------------|---|------------------|
| a) | Ensures all documentation relating to quality assurance procedures is made available at the worksite | |
| b) | Appreciates the key concepts of quality and how they relate to the delivery of services and products to the client company | |
| c) | Encourages team members to improve efficiency by broadening skill levels where appropriate | |
| d) | Ensures methods of measuring quality are understood and made available to the team | |
| e) | Appreciates the key criteria that must be met within the company quality assurance system in the offshore workplace, e.g. ISO9001 | |
| f) | Can evaluate procedures and suggest improvements to ensure the company meets the requirements of the quality system | |
| g) | Encourages training, personnel development and assessment take place at the worksite | |

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| Witness name: (If applicable in assessment plan) | | Date: | |
| Assessor name: | | Date: | |