

Overview

This unit is for those who contribute to implementing and maintaining quality systems within the organisation. They follow organisational quality assurance procedures and evaluate the effectiveness of the systems. They identify and report problems with systems and contribute to implementing changes.

There are two elements in this unit:

522.1 - Contribute to the implementation of organisational quality systems

522.2 - Carry out quality assurance procedures

This unit is appropriate for those who:

1. Contribute to the maintenance of quality assurance systems

The sorts of activities you are likely to be engaged in include:

2. following quality assurance procedures
3. contributing to the implementation of the quality system
4. completing quality records
5. contributing to the evaluation of the effectiveness of existing quality systems
6. helping to implement changes to existing quality systems
7. informing appropriate people of problems with quality systems

This unit is based on a Skills-fast UK Unit which is now obsolete.

PROPAM522

Maintain organisational quality systems

Performance criteria

Contribute to the implementation of organisational quality system

You must be able to:

- P1 identify appropriate quality standards
- P2 interpret and apply relevant quality standards to production in accordance with agreed procedures
- P3 contribute to monitoring quality systems to ensure their effectiveness
- P4 make sure your work activities contribute to effective quality assurance procedures

Carry out quality assurance procedures

- P5 carry out quality assurance procedures following approved methods
- P6 ensure the manufactured product meets quality requirements
- P7 identify problems with output and their causes accurately
- P8 ensure manufacturing processes meet quality requirements
- P9 take appropriate corrective action to return processing and product to specification
- P10 make recommendations to return production to required specification
- P11 report problems with quality which cannot be resolved within your own area of responsibility to appropriate people
- P12 ensure records are completed accurately and stored in the agreed place

PROPAM522

Maintain organisational quality systems

Knowledge and understanding

You need to know and understand:

Quality procedures

- K1 organisational requirements and quality assurance procedures
- K2 conducting of quality checks
- K3 importance of specified quality systems
- K4 quality records and how to complete them
- K5 monitoring procedures relevant to the quality system and specifications
- K6 roles and responsibilities for implementing quality systems
- K7 requirements for maintaining quality records
- K8 limits of personal responsibility in relation to quality systems and procedures
- K9 how to gather and pass on relevant information to assist in the evaluation of quality procedures

PROPAM522

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Developed by	Proskills
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Version number	1
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Date approved	December 2007
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Indicative review date	2013
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Validity	Current
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Status	Original
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Originating organisation	
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Original URN	522
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Relevant occupations	Originators compositors and print preps; Printers; Screen printers; Printing machine minders and assistants; Bookbinders and print finishers; Graphic designers
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Suite	Print Management and Administration
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Key words	print, production, costing, estimating, sales, account, management
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