

**SKILLS FRAMEWORK FOR ELECTRONICS  
TECHNICAL SKILLS & COMPETENCIES (TSC) REFERENCE DOCUMENT**

<b>TSC Category</b>	Quality Management					
<b>TSC</b>	Audit Management					
<b>TSC Description</b>	Assess organisational objectives, policies, procedures, structure, control and system for the verification of efficient management of the organisation's activities					
<b>TSC Proficiency Description</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>
				<b>ELE-QUA-4001-1.1</b>	<b>ELE-QUA-5001-1.1</b>	
<b>Knowledge</b>				<p>Conduct internal audits on processes and standards and review of audits for follow-up actions</p> <ul style="list-style-type: none"> <li>Types of Management System standards requirements</li> <li>Connections and audit trails between the relevant Management System Clauses with the respective operating department and/or functional area</li> <li>Types of non-conformance</li> <li>Work documents for the audit process</li> </ul>	<p>Lead an audit from planning and opening meeting through to reporting and follow-up</p> <ul style="list-style-type: none"> <li>Requirements of Quality Standards</li> <li>Application of Quality Management Principles, "Plan, Do, Check, Act (PDCA) Cycle" and "Process Approach"</li> <li>Risk-based thinking in formulating quality management systems requirements</li> <li>Principles of auditing and their application</li> <li>Audit plan vs audit programme or management of an audit programme</li> <li>Essential steps in performing an audit</li> <li>Preparation methods of audit plan, audit checklist and corrective action form</li> <li>Execution of audit by applying the six points of audit methodology</li> <li>Analysis of audit findings and audit conclusions</li> </ul>	
<b>Abilities</b>				<ul style="list-style-type: none"> <li>Identify the audit scope, according to organisational requirements</li> <li>Conduct the Internal Audit Programme, according to organisational procedures</li> <li>Validate findings with auditee, according to organisational requirements</li> <li>Document audit findings, according to organisational procedures</li> </ul>	<ul style="list-style-type: none"> <li>Interpret the Quality Management Principles and Quality Standard requirements</li> <li>Apply audit methodology, skills and techniques to perform audits to draw appropriate audit conclusion</li> <li>Lead audit team to conduct opening and closing meetings, collect audit evidence against audit criteria and to present audit findings to stakeholders</li> </ul>	

