

## **M&LF13 Manage quality systems - SQA Unit Code FD3M 04**

### **Overview**

#### **What this Unit is about**

This Unit is about managing quality systems to ensure that business processes consistently deliver products/services that meet customers' and other stakeholders' quality expectations and legal and regulatory requirements.

ISO9001:2000, EFQM Excellence Model, Total Quality Management, Six Sigma, Lean Manufacturing, PQASSO and Investors in People are some of the common generic quality assurance systems and standards in use in the UK, although almost every sector has specific quality standards and requirements. Managers responsible for assuring quality in their organisation, or their part of the organisation, need to make sure systems are in place and people are competent to manage processes and deliver products and/or services whose quality meets the expected standards.

Whereas Unit F3 is about managing individual business processes, this Unit, F13, is broader, ensuring that the outputs of all processes meet required standards and are continuously improved.

#### **Who is the Unit for?**

The Unit is for managers who have specific responsibility for managing quality systems to assure quality of products and/or services in their organisation, or their part of the organisation.

#### **Links to other Units**

This Unit is linked to Units **E17. Outsource Business Processes**, **F14. Prepare For** and **Participate In Quality Audits** and **F15. Carry Out Quality Audits** in the overall suite of National Occupational Standards for Management and Leadership.

## M&LF13 Manage quality systems - SQA Unit Code FD3M 04

### **Skills**

Listed below are the main generic 'skills' that need to be applied in assuring quality. These skills are explicit/implicit in the detailed content of the Unit and are listed here as additional information.

- ◆ Assessing
- ◆ Communicating
- ◆ Decision-making
- ◆ Evaluating
- ◆ Influencing
- ◆ Information management
- ◆ Involving others
- ◆ Monitoring
- ◆ Motivating
- ◆ Obtaining feedback
- ◆ Planning
- ◆ Presenting information
- ◆ Providing feedback
- ◆ Questioning
- ◆ Reporting
- ◆ Setting objectives

## M&LF13 Manage quality systems - SQA Unit Code FD3M 04

### **Performance Criteria**

*You must be able  
to:*

- 1 Keep yourself up-to-date with
  - ◆ current developments, tools and techniques in quality management
  - ◆ customers' and other stakeholders' expectations regarding quality
  - ◆ legal and regulatory requirements
- 2 Ensure the quality standards to which you are working
  - ◆ are capable of delivering the quality of products/services your customers expect
  - ◆ allow you to obtain any expected quality marks, awards or accreditation
  - ◆ are in line with your organisation's values, aims and objectives
  - ◆ meet any legal and regulatory requirements
- 3 Ensure systems, plans and resources are in place to ensure quality standards are met and maintained.
- 4 Ensure that people are continuously updated about their roles in meeting quality standards and are competent to fulfil their roles.
- 5 Identify and assess risks of shortfalls in the quality of processes and products/services and take preventative action to mitigate these risks.
- 6 Encourage people to take personal responsibility for achieving quality standards and to address or report any actual or potential shortfalls.
- 7 Obtain sufficient, valid information from your quality assurance system and other sources, including customers, to enable you to evaluate accurately whether processes and products/services are meeting the required standards.
- 8 Provide feedback to motivate people to maintain quality standards and continuously improve performance.
- 9 Detect and record any shortfall in the quality of processes, products and services, investigate the cause(s) and take prompt remedial action.
- 10 Report quality performance, including shortfalls and corrective actions taken, to those who need to know, within agreed timescales.
- 11 Encourage customers and those involved in delivering products/services to identify and recommend quality improvements.
- 12 Develop resourced plans to implement quality improvements which deliver significant benefits at reasonable cost and acceptable level of risk.

## M&LF13 Manage quality systems - SQA Unit Code FD3M 04

### **Behaviours**

*You will exhibit the following behaviours:*

- 1 You recognise changes in circumstances promptly and adjust plans and activities.
- 2 You listen actively, ask questions, clarify points and rephrase others' statements to check mutual understanding.
- 3 You present information clearly, concisely, accurately and in ways that promote understanding.
- 4 You keep people informed of plans and developments.
- 5 You comply with, and ensure others comply with, legal requirements, industry regulations, organisational policies and professional codes.
- 6 You are vigilant for possible hazards.
- 7 You focus personal attention on specific details that are critical to achieving successful results.
- 8 You make appropriate information and knowledge available promptly to those who need it and have a right to it.
- 9 You develop systems to gather and manage information and knowledge effectively, efficiently and ethically.

## M&LF13 Manage quality systems - SQA Unit Code FD3M 04

### **Knowledge and Understanding**

*You need to know and understand:*

### **General knowledge and understanding**

- 1 The importance of keeping up-to-date with current developments, tools and techniques in quality management, customers' and other stakeholders' quality expectations and legal and regulatory requirements.
- 2 How to ensure the quality standards to which you are working are capable of delivering the quality of products/services your customers expect.
- 3 Any relevant quality marks, awards or accreditation, and how the quality standards to which you are working can obtain these.
- 4 How to ensure the quality standards to which you are working meet any legal and regulatory requirements.
- 5 The importance of ensuring systems and plans are in place to ensure quality standards are met and maintained, and how to do so.
- 6 The importance of communicating information clearly, concisely and accurately, and how to do so.
- 7 The importance of keeping people updated about their roles in meeting quality standards, and how to ensure people are competent to fulfil such roles.
- 8 The importance of encouraging people to take personal responsibility for achieving quality standards.
- 9 The importance of encouraging people to address or report any actual or potential shortfalls in the quality of processes and products/services.
- 10 The importance of obtaining sufficient, valid information to enable you to evaluate accurately whether processes and products/services are meeting the required standards, and how to do so.
- 11 The importance of providing feedback to motivate people to maintain quality standards and continuously improve performance, and how to do so.
- 12 How to detect and record any shortfall in the quality of processes, products and services, and investigate the cause(s) and appropriate remedial action to take.
- 13 How to report quality performance, including shortfalls and corrective actions taken, to those who need to know, within agreed timescales.
- 14 The importance of encouraging customers and those involved in delivering products/services to identify and recommend quality improvements.
- 15 How to develop resourced plans to implement quality improvements which deliver significant benefits at reasonable cost and acceptable level of risk.

M&LF13 Manage quality systems - SQA Unit Code FD3M 04

**Knowledge and Understanding**

*You need to know and understand:*

**Industry/sector specific knowledge and understanding**

- 1 Industry/sector requirements for quality assurance.

## M&LF13 Manage quality systems - SQA Unit Code FD3M 04

### **Knowledge and Understanding**

*You need to know and understand:*

### **Context specific knowledge and understanding**

- 1 Current developments in quality management.
- 2 Customers' and other stakeholders' expectations regarding quality.
- 3 Current quality management legal and regulatory requirements.
- 4 Your organisation's products/services and the quality your customers expect.
- 5 Your organisation's values, aims and objectives and ensure the quality standards to which you are working are in line with these.
- 6 Your organisation's available resources to ensure quality standards are met and maintained.
- 7 Sources of information, including your quality assurance system and customers, to enable you to evaluate accurately whether processes and products/services are meeting the required standards.

## M&LF13 Manage quality systems - SQA Unit Code FD3M 04

### Evidence Requirements

PC	Evidence of Outcomes: ♦ possible examples of evidence	Behaviours	Knowledge and Understanding		
			General	Industry specific	Context specific
	<b>Actions you have taken to manage quality systems:</b>				
	♦ records of relevant quality management training/development sessions you have attended	2	1, 3	1	1, 3, 5
	♦ copies of organisational briefings regarding quality management	2	1, 3	1	1, 2, 4, 5
PC1 PC2	♦ feedback you have received from customers and/or stakeholders	2	1, 2	1	2
PC3 PC4 PC5	♦ copies of policies, organisational policies and your notes or other records of legal requirements relating to quality management	5	1, 3, 4	1	1, 2, 3, 5
PC6 PC7	♦ records of plans, systems and resources that are in place to assure quality standards are met and maintained	9	2, 3, 5	1	1, 5, 6, 7
PC8 PC9 PC10 PC11 PC12	♦ notes of briefings and meetings; e-mails and memos; handbooks, procedure manuals and other guidance you have prepared for individuals on meeting quality standards	3, 4, 5, 7, 8	2, 3, 6, 7, 8	1	1, 4, 5, 6
	♦ risk assessments and action plans for the improvement of quality standards	6	2	1	1, 4, 6
	♦ examples of information you have obtained from your quality assurance system and other sources to enable you to evaluate accurately whether processes and products/services are meeting the required standards	1, 7	2, 3, 10	1	4, 7



◆ feedback you have given to motivate people to maintain quality standards and continuously improve performance	3, 4, 7	6, 7, 8, 11	1	1
◆ procedures and guidance you have put in place to detect and record any shortfall in the quality of processes, products and services	1, 4, 9	9, 12	1	1, 6, 7
◆ reports, e-mails and records of meetings investigating the causes of any shortfall in the quality of processes, products and services	1, 2	12	1	1, 4, 7
◆ reports, e-mails and records of meetings reporting quality performance to those who need to know, within agreed timescales	4, 8	6, 13	1	-
◆ feedback systems and tools you have implemented, encouraging customers and those involved in delivering products/services to identify and recommend quality improvements	7, 9	2, 14	1	2, 7
◆ plans you have developed to implement quality improvements	7	15	1	1, 4, 5, 6
◆ personal statement (reflections on your role in managing quality systems)	1, 2, 3, 4, 5, 6, 7, 8, 9	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15	1	1, 2, 3, 4, 5, 6, 7
◆ witness statement (comments from others on your role in managing quality systems)	-	-	-	-