



Australian Government

MEM15011 Exercise external quality assurance

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MEM15011B Exercise external quality assurance

Application

This unit of competency defines the skills and knowledge required to liaise with external suppliers, check for conformance to specifications, assess the external suppliers and evaluate their goods and/or services.

It applies to evaluating and communicating with a wide range of supplier enterprises to ensure that purchased supplies meet quality standards and that adequate documents are prepared and maintained to standard operating procedures.

Where interpretation of technical drawings is required unit MEM09002 Interpret technical drawing should also be selected.

Where the selection and use of engineering measurement is required unit MEM12023 Perform engineering measurements should also be selected.

Where the selection and use of tools is required unit MEM18001 Use hand tools and unit MEM18002 Use power tools/hand held operations, should also be selected as appropriate.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Band: B

Unit Weight: 6

Pre-requisite Unit

MEM11011	Undertake manual handling
MEM13015	Work safely and effectively in manufacturing and engineering
MEM15004	Perform inspection
MEM15005	Select and control inspection processes and procedures
MEM16006	Organise and communicate information

Competency Field

Quality

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

1	Determine job requirements	1.1	Follow standard operating procedures (SOPs)
		1.2	Comply with work health and safety (WHS) requirements at all times
		1.3	Use appropriate personal protective equipment (PPE) in accordance with SOPs
		1.4	Communicate the exact quality requirements to suppliers
		1.5	Negotiate and agree on quality assurance
		1.6	Establish and agree on verification method and systems and procedures for dispute settlement
		1.7	Establish recording system of procured products or services which ensures traceability
2	Check for conformance to specifications	2.1	Obtain and interpret the requirements of all relevant documentation, including contract specifications, drawings and purchase orders
		2.2	Establish the conformance of the procured product or service to all of the documented requirements
3	Assess external suppliers	3.1	Conduct assessment and evaluation of suppliers' capability and/or quality system
		3.2	Evaluate suppliers' goods or services and report as required.

Foundation Skills

This section describes those required skills (reading, writing, oral communication and numeracy) that are essential to workplace performance in this unit of competency.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Quality assurance system includes one (1) or more of the following:

- ISO 9000 procedures
- Six Sigma procedures
- sampling plans

Traceability includes the following:

- unique identification of individual product or batches as appropriate

Assessment and evaluation include one (1) or more of the following:

- vendor rating procedures
- design reviews
- audit reports
- site surveillance reports
- failure reports
- concession applications

Unit Mapping Information

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Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2>