



**Australian Government**

# **RIIQUA601D Establish and maintain a quality system**

**Release: 3**

## RIIQUA601D Establish and maintain a quality system

### Modification History

Release	Comment
1	This unit replaces RIIQUA601A Establish and maintain a quality system
2	Editorial corrections
3	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

### Application

This unit describes a participant's skills and knowledge required to establish and maintain a quality system within the Resources and Infrastructure Industries.

This unit is appropriate for those working in management roles.

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

### Elements and Performance Criteria

Elements	Performance Criteria
1 Establish and maintain the framework for the quality system	1.1 Access, interpret and apply quality system documentation and ensure the work activity is compliant 1.2 Develop, document and have approved business plans that include a quality system 1.3 Include quality system responsibilities in job descriptions and duty statements 1.4 Identify, source and provide resources for the operation of the quality system in a timely and consistent manner 1.5 Provide quality system information in a clear format in a readily accessible location for others
2 Establish a collaborative process	2.1 Establish and maintain collaboration and consultation processes 2.2 Resolve issues raised, promptly and appropriately 2.3 Communicate outcomes to others verbally and in writing

3 Establish and maintain procedures for identifying and assessing quality issues	<p>3.1 Identify existing and potential quality issues and trends from quality statistics and records</p> <p>3.2 Establish procedures for identification of existing/potential quality issues</p> <p>3.3 Monitor changes to the workplace to determine if additions or modifications to the quality system are required</p>
4 Design procedures for treatment of quality issues	<p>4.1 Establish procedures to treat quality issues and trends to ensure compliance</p> <p>4.2 Establish procedures for applying interim solutions when measures to treat quality issues at their source are not practicable</p> <p>4.3 Establish procedures for ongoing treatment of the quality system</p> <p>4.4 Monitor quality activities throughout the organisation, identify inadequacies and provide resources to implement appropriate quality measures</p> <p>4.5 Establish training programs that meet quality system training requirements as part of the organisation's general training program</p>
5 Evaluate the organisation's quality system	<p>5.1 Evaluate the effectiveness of the quality system within the goals and objectives of existing organisational boundaries</p> <p>5.2 Recommend appropriate improvements to the quality system</p> <p>5.3 Evaluate compliance with legislation and code of practice</p>

## Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit. Further information is available in the Resources and Infrastructure Industry Training Package Companion Volume.

## Unit Mapping Information

No equivalent unit

## Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272>