

QMS Awareness Examination



Name	Manco, Arwela	Position	CSR - Trainee	Department	
Immediate Superior		Date	11/21/2023	Score	20/20
Test I. Instructions: Answer the questions in the spaces provided for.					

1. What is the name of the Seminar?

Quality Management System

2. What are the two clauses mentioned under the scope of our Management System that is not covered in our QMS?

- clause 8.3 not covered in the quality management is designing and development of products
- clause 7.1.5 monitoring and measuring resources not covered to quality management

3. What are the seven (7) Quality Policy of iPloy that were mentioned in the seminar?

- customer focus
- leadership
- Engagement of people
- Process approach
- Improvement
- Evidence-based decision making
- Relationship management

4. In your current role, how can you contribute to ensure that the Quality Policy is implemented?

As CSR-trainee it is my responsibility to learn the quality policy inside the company so in the time being when I am introduced to the real work I would be more mindful and motivated of the reason why I am here. Ensuring that quality policy is implemented must be starting from ourself, teaching ourself the consistent purpose of the organization is the best practice to never forget what is our role and the reason you are working with.

5. In your opinion, why is it important to have a Quality Policy in the Organization?

It is important to have quality policy in the organization to be able to know the purpose of the organization. It gives justification to the services provided that ensures the needs of clients is successfully provided. It is not only beneficial to the company but also to people that receiving the services because their needs and expectations is continually meet for the goal of helping people.

Test II. Fill-in the blanks. Find the answers from the words listed below:

Top Management people interconnected processes Commitment
 external providers QMS continual improvement

1. As an organization, we have made a Commitment to understand our current and future customers' needs; meet their requirements and strive to exceed their expectations.

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2. We have committed to achieving continual improvement across all aspects of our quality management system; it is one of our main annual objectives.
3. As an organization, we recognize that people are the essence of any good business and that their full involvement enables their abilities to be used for our benefit.
4. Our top management has committed to creating and maintaining a working environment in which people become fully involved in achieving our objectives.
5. As an organization, we understand that the desired result is achieved more efficiently when activities and related resources are managed as a process or series of interconnected processes.
6. IPLOY, OPC recognizes that an organization and the relationship it has with its external providers are interdependent and a mutually beneficial relationship enhances the ability of both to create value.
7. As an organization, we have committed to only make decisions relating to our QMS following an analysis of relevant data and information.

Test III. Matching Type. Match Column A with Column B.

Column A

Column B

1. As an organization, we understand that the desired result is achieved more efficiently when activities and related resources are managed as a process or series of interconnected processes.
2. As an organization, we have made a commitment to understand our current and future customers' needs; meet their requirements and strive to exceed their expectations.
3. IPLOY, OPC recognizes that an organization and the relationship it has with its external providers are interdependent and a mutually beneficial relationship enhances the ability of both to create value.
4. Our Top Management has committed to creating and maintaining a working environment in which people become fully involved in achieving our objectives.
5. As an organization, we have committed to only make decisions relating to our QMS following an analysis of relevant data and information.
6. We have committed to achieving continual improvement across all aspects of our quality management system; it is one of our main annual objectives.
7. As an organization, we recognize that people are the essence of any good business and that their full involvement enables their abilities to be used for our benefit.

- a. Evidence-based decision making
- b. Process approach
- c. Improvement
- d. Engagement of people
- e. Leadership
- f. Customer focus
- g. Relationship management