

**QMS Awareness Examination**



Name	Jingle Tess Vega	Position	CSR - Trainee	Department	
Immediate Superior		Date	11-21-23	Score	29/30
<b>Test I. Instructions:</b> 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 and Clause 7.1.5

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

- 1. Customer Focus
- 2. Leadership
- 3. Engagement of People
- 4. Process Approach
- 5. Improvement
- 6. Evidence-based decision making
- 7. Relationship management

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

I'm going to study well the Quality Policy for me to know how to provide quality customer service to the clients. by doing this I am able to provide customer satisfaction and at the same time following the standards of the company.

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

It is important since these policies are keys to achieve the organizations goals and to serve its best purpose. These will also help the employees to focus on what to do in dealing with certain situations especially in providing helpful assistance to the customers to provide the satisfaction that they deserve.

**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.

## QMS Awareness Examination

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.**

	<u>Column A</u>		<u>Column B</u>
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.	●	a. Evidence-based decision making
F	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.	●	b. Process approach
G	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.	●	g. Improvement
E	4. Our Top Management has committed to creating and maintaining a working environment in which people become fully involved in achieving our objectives.	●	d. Engagement of people
A	5. As an organization, we have committed to only make decisions relating to our QMS following an analysis of relevant data and information.	●	e. Leadership
C	6. We have committed to achieving continual improvement across all aspects of our quality management system; it is one of our main annual objectives.	●	f. Customer focus
D	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.	●	h. Relationship management