

QMS Awareness Examination



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Immediate Superior		Date	04-25-2024	Score	20/20

Test I. Instructions: Answer the questions in the spaces provided for.

- What is the name of the Seminar?
Quality Management System Awareness
- What are the two clauses mentioned under the scope of our Management System that is not covered in our QMS?
[Clause 8.3] (Design and development of products and services are not covered in the quality management system scope because the organization does not do any design and development process, [Clause 7.1.5])
- 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
- In your current role, how can you contribute to ensure that the Quality Policy is implemented?
I can contribute by upholding the policies provided and implemented as the job responsibilities are being fulfilled. This includes the full understanding of how this is important in order to better grasp the necessity of quality in this field of work. Devoting ~~my~~ extended efforts in diligently performing what is required will also be of great contribution to making sure Quality Policy is implemented.
- In your opinion, why is it important to have a Quality Policy in the Organization?
Quality Policy is important in the organization because it sets a standard or an expectation of how things need to be done and why it has to be a certain way. Quality Policies provide an objective and a directive for the people to follow and therefore, leads to client satisfaction and a good overall reflection of the work force.

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

Top Management	people	2 interconnected processes	1 Commitment
external providers	3 QMS	continual improvement	

- 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 QMS 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

- 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.
- 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.
- 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.
- E. 4. Our Top Management has committed to creating and maintaining a working environment in which people become fully involved in achieving our objectives.
- A. 5. As an organization, we have committed to only make decisions relating to our QMS following an analysis of relevant data and information.
- H. 6. We have committed to achieving continual improvement across all aspects of our quality management system; it is one of our main annual objectives.
- 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.

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