

QMS Awareness Examination



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Immediate Superior		Date	<u>05/02/24</u>	Score	<u>20/20</u>

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?

The Clause 8.3 which is design and development of products and services and the clause 7.1.5 monitoring and measuring resources

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

The 7 quality policy are Customer focus, leadership, engagement of people, process approach, improvement, evidence-based decision making and relationship management, which are all relevant in meeting our social, environmental, charitable, regulatory, and legislative responsibilities as an employee here in Iploy.

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

As a customer service representative, I need to be more focus on my responsibilities not just being an agent but also being an employee here in Iploy. Meaning, in assisting the client I'll be needing to be mindful of the company's policy as well.

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

It is very important as it will be the guidelines in meeting the company's target, and also to maintain the standard of the company as we are all aiming to ~~ex~~ improve and develop the business that we are in.

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

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|--------------------|--------|--------------------------|------------|
| 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
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