

**QMS Awareness Examination**



Name	ALDRICH JO	Position	CSR	Department	
Immediate Superior		Date	05/24/2024	Score	20/20

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

- What is the name of the Seminar?  
QUALITY MANAGEMENT SYSTEM
- 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  
CLAUSE 7.1.5 - MONITORING AND MEASURING RESOURCES
- 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?  
We need to be committed with our role/job so that we can provide excellent service to our valued customers/client. And by doing that, we need to follow or adhere the company's rules and objectives to continue to improve on the daily basis.
- In your opinion, why is it important to have a Quality Policy in the Organization?  
Because it gives the purpose of our work as an agent so that we will be able to deliver excellent service to our customers and clients. And it also helps the company to improve gradually and by that we agents/employees will improve as well.

**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

- 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.**

**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