

QMS Awareness Examination



Name	ZARAGOSA, MYRBEE	Position	CSR	Department	
Immediate Superior		Date	06 / 04 / 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 SEMINAR
- What are the two clauses mentioned under the scope of our Management System that is not covered in our QMS?
 ○ CLAUSE 8.3
 ○ CLAUSE 7.15.5
- 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?
 ○ A CONTRIBUTION THAT ANYONE CAN DO, THAT ANY AGENT CAN DO TO ENSURE THAT QUALITY POLICY IS IMPLEMENTED IS TO ADHERE, FOLLOW, AND MAINTAIN SUCH POLICIES. AN ACTION MUST BE DONE TO KEEP THE FRAMEWORK AND/OR FOUNDATION TO STAND FIRM; HENCE, I WILL APPLY THESE POLICIES TO MYSELF AND EXECUTE IT EVERY SINGLE WORK HOURS - AND SO MY TEAM CAN MIRROR IT AND ALSO DO WHAT THEY ARE OBLIGED TO DO TO KEEP THE POLICIES AND STANDARDS ON TRACT AND NEVER FORGOTTEN.
- In your opinion, why is it important to have a Quality Policy in the Organization?
 ○ QUALITY POLICY IS RELEVANT IN EVERY ORGANIZATION AS IT SERVES AS THE BACKBONE, THE ROOT OF A GOOD WORKING ENVIRONMENT AND A GOOD, GENERAL IMAGE OF A COMPANY. HAVING THESE POLICIES WILL MAKE THE MANAGEMENT AND MANPOWER ADHERE AND UPHOLD THE STANDARDS THAT THE COMPANY IMPLEMENTED.

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

- ✓ Top Management
- ✓ external providers
- ✓ people
- ✓ QMS
- ✓ interconnected processes
- ✓ continual improvement
- ✓ Commitment

- 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.

	<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.	●	c. 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.	●	g. Relationship management