

**QMS Awareness Examination**



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Immediate Superior		Date	<i>12/13/24</i>	Score	<i>29</i>

**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?

*Clause 8.3 & 7.1.5 Design & Development of products & Monitoring & measuring of products are not under the scope of the management system*

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

- Customer focus - commitment to understand current & future customer needs*
- Leadership - creating & maintaining a working environment*
- Engagement of people - recognition of the essence of people in a good business process approach*
- Process approach - activities & related resources are managed as a process*
- Improvement - continual improvement*
- Evidence-based decision making - only making decisions relating to our QMS*
- Relationship Management - meet the requirement of all parties that are interested*

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

*as a new hire it is utmost importance to learn what to do & what not to do as to avoid mistakes that could be detrimental to the client & the company*

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

*it is important to have a Quality Policy in any given organization because it will be the guidelines to make us not stray from the mission & vision of the company as well as the wants & needs of the client*

**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.

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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.

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**Test III. Matching Type. Match Column A with Column B.**

**Column A**

**Column B**

- |  |   |
|--|---|
| <p><del>B</del> 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.</p> <p><del>P</del> 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.</p> <p><del>G</del> 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.</p> <p><del>E</del> 4. Our Top Management has committed to creating and maintaining a working environment in which people become fully involved in achieving our objectives.</p> <p><del>A</del> 5. As an organization, we have committed to only make decisions relating to our QMS following an analysis of relevant data and information.</p> <p><del>L</del> 6. We have committed to achieving continual improvement across all aspects of our quality management system; it is one of our main annual objectives.</p> <p><del>D</del> 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.</p> | <ul style="list-style-type: none"> <li>● a. Evidence-based decision making</li> <li>● b. Process approach</li> <li>● c. Improvement</li> <li>● d. Engagement of people</li> <li>● e. Leadership</li> <li>● f. Customer focus</li> <li>● g. Relationship management</li> </ul> |
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