

**QMS Awareness Examination**



Name	Rex Labacans	Position	CSR	Department	
Immediate Superior		Date		Score	30

**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. 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 Monitoring and measuring resources is not covered in the quality management system.

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

1. Customer focus - the organization have made a commitment to understand the customers' needs, meet their requirements and strive to exceed their expectations.

2. Leadership - being commited to creating and maintaining

3. Engagement of People -

4. Process Approach -

5. Improvement

6. Evidence-based decision making

7. Relationship Management

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

I will contribute to the best of my ability by understanding the Quality Management System of the company and apply it to my work everyday ensuring that all of the policies are met.

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

The Quality Policy in the organization serves as a roadmap of the company that guides them in achieving its vision. It serves also as a commitment that would lead to the development of the company. A commitment that makes the company function and works all the time.

**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 interconnectedness process.
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

- |  |                                     |
|--|-------------------------------------|
| <u>b</u> 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 |
| <u>f</u> 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               |
| <u>g</u> 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                    |
| <u>e</u> 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           |
| <u>a</u> 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                     |
| <u>c</u> 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                 |
| <u>d</u> 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        |