

QMS Awareness Examination



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Immediate Superior		Date	12-20-2011	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 which is about the design and development of the products and clause 7.15 on the monitoring & measuring resources

3. 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 and relationship management

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

The quality policy is one of the company's foundation and as an employee, I should value these policies which means I should strive to adhere and be in coherence with their policy. This means that whatever I do in my job, has to be aligned or I should always bear in mind what the company upholds to help in the company improve. This would also mean that I should always strive to meet the customer's expectations, exceed even. Overall, I think that all employees, not only me, should embody these quality policies.

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

It's important for the fact that each company has a goal and commitment and in order to achieve that, quality policies would ensure they are consistent with their missions. Without these quality policies the organization would be poorly managed which would have cascading effects on each department or level in the company.

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.

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

Column A

Column B

- 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.
- 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.
- 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.
- e. 4. Our Top Management has committed to creating and maintaining a working environment in which people become fully involved in achieving our objectives.
- a. 5. As an organization, we have committed to only make decisions relating to our QMS following an analysis of relevant data and information.
- 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.
- 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.

- a. Evidence-based decision making
- b. Process approach
- c. Improvement
- d. Engagement of people
- e. Leadership
- f. Customer focus
- g. Relationship management