

Specification of Competency Standards of the Insurance Industry

Unit of Competency

Functional Area: Legal & Compliance

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| Title | Carry out compliance inspection on business activities of internal units |
| Code | 105494L3 |
| Range | This unit of competency is applicable to those who are responsible for implementing compliance inspections on business activities of internal units. It involves collecting compliance-related operational data, identifying non-compliance and reporting suspicious activities. |
| Level | 3 |
| Credit | 4 (for reference only) |
| Competency | <p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Possess knowledge in compliance inspection <ul style="list-style-type: none"> • Understand regulatory requirements in respect of the insurance industry, including all of the relevant ordinances and statutory regulations; guidance notes and circulars issued by the regulators; industry standards, guidelines and codes of practice issued by industry bodies • Understand corporate compliance policy and guidelines • Familiar with operations of business units • Understand code of conduct in insurance industry 2. Carry out compliance inspection on activities of internal units <ul style="list-style-type: none"> • Collect up-to-date compliance-related operational data • Identify activities to inspect according to compliance monitoring system • Identify signs of breaches of compliance regulations • Track related operational data to extract all relevant details • Verify if corporate compliance guidelines are followed • Report suspected non-conformance activities according to monitoring procedure 3. Carry out compliance inspection in accordance with corporate compliance guidelines and regulatory requirements <ul style="list-style-type: none"> • Inspect data and documents relevant to internal operations • Determine signs of infringement of compliance regulations • Report suspicious non-compliance activities in accordance to monitoring procedures in timely manner. |
| Assessment Criteria | <p>The integral outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Able to perform compliance inspection on business activities of internal units in accordance with compliance guidelines and regulatory requirements • Able to locate potential breaches of compliance regulations • Able to report potential non-conformance activities with relevant supporting records. |
| Remark | This unit of competency is also applicable to general insurers, life insurers and broker. |