

## Monitor production management for joinery manufacture

**Level** 5

**Credits** 8

**Purpose** People credited with this unit standard are able to: maintain job progress to align with work production schedules; maintain quality of work; liaise with other contributing parties to monitor contract progress; and maintain documentation for joinery manufacture.

**Subfield** Joinery

**Domain** Stairs and Other Joinery Trade Skills

**Status** Registered

**Status date** 23 January 2009

**Date version published** 23 January 2009

**Planned review date** 31 December 2013

**Entry information** Open.

**Accreditation** Evaluation of documentation and visit by NZQA and industry.

**Standard setting body (SSB)** Joinery Industry Training Organisation

**Accreditation and Moderation Action Plan (AMAP) reference** 0073

This AMAP can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

---

### Special notes

- 1 All workplace practices must comply with current legislation, codes of practice, and documented site safety procedures for personal, product, and worksite safety.
- 2 Legislation and regulations relevant to this unit standard include but are not limited to – Health and Safety in Employment Act 1992; Health and Safety in Employment Regulations 1995.

## **Elements and performance criteria**

### **Element 1**

Maintain job progress to align with work production schedules for joinery manufacture.

#### **Performance criteria**

- 1.1 Work production schedules are developed to ensure approved work is assigned to appropriate personnel in accordance with workplace practice.
- 1.2 The progress of the job is monitored to ensure work schedules are being met in accordance with workplace practice.
- 1.3 The contract or sub-contract is completed by the due date in accordance with workplace practice.

### **Element 2**

Maintain quality of work for joinery manufacture.

#### **Performance criteria**

- 2.1 The materials used are as detailed in the job specification.
- 2.2 The workmanship conforms to standard trade practice and as detailed in the job specification.
- 2.3 Machine tooling is checked to ensure that the tooling is compatible with materials used in accordance with industry practice.

### **Element 3**

Liaise with other contributing parties to monitor contract progress for joinery manufacture.

#### **Performance criteria**

- 3.1 Communication is maintained with all parties associated with the work to ensure that the contract meets the time schedule in accordance with workplace practice.
- 3.2 Liaison with technical specialist is maintained to ensure contractual requirements are met in accordance with workplace practice.

### **Element 4**

Maintain documentation for joinery manufacture.

#### **Performance criteria**

- 4.1 Work records are maintained to meet company, business, and legal requirements in accordance with workplace practice.

- 4.2 Quality documentation is maintained to meet company, business, and legal requirements in accordance with workplace practice.
- 

**Please note**

Providers must be accredited by NZQA, or an inter-institutional body with delegated authority for quality assurance, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be accredited by NZQA before they can register credits from assessment against unit standards.

Accredited providers and Industry Training Organisations assessing against unit standards must engage with the moderation system that applies to those standards.

Accreditation requirements and an outline of the moderation system that applies to this standard are outlined in the Accreditation and Moderation Action Plan (AMAP). The AMAP also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

---

**Comments on this unit standard**

Please contact the Joinery Industry Training Organisation [ceo@jito.org.nz](mailto:ceo@jito.org.nz) if you wish to suggest changes to the content of this unit standard.