

Title	Describe and complete documents for the Ministry for Primary Industries' Electronic Certification system		
Level	4	Credits	10

Purpose	<p>This unit standard is for people working in a seafood operation.</p> <p>People credited with this unit standard are able to describe: the ethics and responsibilities associated with the Certification Operator role; the Ministry for Primary Industries' electronic certification (E-Cert) system; and the confirmation procedures and certification requirements for seafood products. They are also able to complete E-cert documents for a seafood product.</p>
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Classification	Seafood > Seafood Risk Management
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Available grade	Achieved
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Guidance Information

- 1 All evidence presented in this unit standard must be in accordance with:
 - Workplace procedures;
 - Animal Products Act 1999;
 - Health and Safety at Work 2015;
 - Privacy Act 1993;
 - Code of Professional Conduct for Veterinarians;
 - Ministry for Primary Industries Conditions for Use of web applications; and any subsequent amendments.
- 2 Definitions

Approval refers to confirmation by an official assurance verifier that an E-Cert document meets all legislative and market access requirements.

Certification covers all procedures and activities associated with issuance of Official Assurance for consignments of animal material or animal product where Official Assurance is required. It includes eligibility documents, eligibility declarations and export certificates.

Electronic certification is referred to as E-cert in this unit standard.

Linked document refers to any document or record that provides information to support an E-cert document.

Workplace procedures refer to the policies and procedures set out in a verbal or written form by the employer or organisation. Procedures must be consistent with current legislative requirements and manufacturer's recommendations or instructions where relevant.

Outcomes and performance criteria

Outcomes 1

Describe the ethics and responsibilities associated with the Certification Operator role.

Performance criteria

- 1.1 Describe the role of certification in New Zealand's trade.
- Range international, domestic.
- 1.2 Describe the potential impact of inaccurate and fraudulent certification.
- Range individual, company, seafood industry, trade of other animal material or products, regulatory authority.
- 1.3 Describe the ethical requirements of certification for the Certification Operator.
- Range includes but is not limited to – section 2 (Certification) of the Code of Professional Conduct for Veterinarians, Animal Products Act 1999, Statement of Policy – Ethical Basis of Certification, Ministry for Primary Industries Conditions for Use of web applications.
- 1.4 Describe the responsibilities of the Certification Operator.
- Range E-cert security, company requirements.

Outcome 2

Describe the Ministry for Primary Industries' electronic certification (E-Cert) system.

Performance criteria

- 2.1 Locate the legislative requirements and websites relevant to certification.
- Range Animal Products Notice (Official Assurance Specifications), E-Cert Help Files, Overseas Market Access Requirements.
- 2.2 Describe the key features of the legislative requirements that apply to certification.
- Range evidence of two key features is required.
- 2.3 Describe the rules associated with login identifications and passwords.
- Range rules relating to – Ministry for Primary Industries, company.

2.4 Describe the Ministry of Primary Industries' terms associated with E-cert.

Range includes but is not limited to – raise, amend, approved, cancel, revoke, resubmit, request amendment, exhaust, search, history, request replacement, official assurance, eligibility document, eligibility declaration.

2.5 Describe the Ministry of Primary Industries' record keeping requirements.

2.6 Describe the elements to be included in a seafood operation Business Continuity Plan (BCP).

Range includes but is not limited to – identification of factors that prevent normal use of E-cert, steps taken, corrective action procedures, equipment requirements, communication.

Outcome 3

Describe the confirmation procedures and certification requirements for seafood products.

Performance criteria

3.1 Describe the certification requirements for seafood products and markets.

Range evidence of two products and two markets is required.

3.2 Describe the range of products produced, and processes carried out at the certification operator's premises.

3.3 Describe the procedures used by the premises to confirm compliance with New Zealand standards and overseas market access requirements.

3.4 Describe the records generated as part of the confirmation procedures.

Outcome 4

Complete E-cert documents for a seafood product.

Range evidence of 10 E-cert documents is required.

Performance criteria

4.1 Enter and submit data within the required timeframe.

4.2 Confirm the information to support product eligibility and keep appropriate records.

Range may include but is not limited to – product reception records, production records, records of company checks, incoming eligibility documents and inventory records.

- 4.3 Respond to any requests for amendment of E-cert documents in an accurate and timely manner.
- 4.4 Obtain approval for submitted E-cert documents.
- 4.5 Complete record keeping requirements.

Range includes but is not limited to – certificate numbers, approved certificates, cancelled or revoked certificates, linked documents.

Planned review date	31 December 2028
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	26 July 2004	31 December 2020
Revision and Rollover	2	25 January 2008	31 December 2020
Review	3	16 April 2010	31 December 2020
Review	4	24 January 2019	N/A
Rollover	5	29 February 2024	N/A

Consent and Moderation Requirements (CMR) reference	0123
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact the Muka Tangata - People, Food and Fibre Workforce Development Council qualifications@mukatangata.nz if you wish to suggest changes to the content of this unit standard.