

Title	Prepare production batches for manufacture of electronic products		
Level	4	Credits	15

Purpose	<p>This unit standard covers preparation of production batches for manufacture of electronic products, and is intended for supervisors in an electronic manufacturing environment.</p> <p>People credited with this unit standard are able to:</p> <ul style="list-style-type: none"> –compile production documentation; –set up production batches for electronic product manufacture; and –verify production batches.
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Classification	Electronic Engineering > Electronic Manufacturing
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Available grade	Achieved
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Guidance Information

- 1 Definition
electronic products – what the enterprise manufactures. These could be complete products intended for end users; or sub assemblies, printed circuit boards, or components, for use in other manufacturing processes.
- 2 Candidates are expected to be familiar with the following:
 - a the implementation of a production schedule;
 - b the operation of a work in progress stores system;
 - c where required, the operation of computer controlled production software packages.
- 3 Range
 - a electronic products – one or more electronic product examples;
 - b production batch sizes – typically between 10 and 100 in quantity.
- 4 Reference
Health and Safety in Employment Act 1992;
Hazardous Substances and New Organisms Act 1996.

- 5 The following apply to all outcomes of this unit standard:
- a all activities are to be completed and reported within agreed timeframes;
 - b all work practices must meet worksite's documented quality management requirements;
 - c all activities must comply with policies, procedures and requirements of the enterprises involved; and any relevant legislative and/or regulatory requirements, which include, but are not limited to, the Health and Safety in Employment Act 1992, and the Hazardous Substances and New Organisms Act 1996.

Outcomes and performance criteria

Outcome 1

Compile production documentation.

Performance criteria

- 1.1 The compilation covers all the documentation requirements of the specified production batch.
- Range requirements may include but are not limited to – bill of materials, setup instructions, manufacturing instructions, software, quality records.
- 1.2 The documentation complies with the batch details specified in the production schedule.
- Range may include but are not limited to – documentation version, batch and build variations, quality variations, other specified build details.

Outcome 2

Set up production batches for electronic product manufacture.

Performance criteria

- 2.1 Each production batch contains all specified documentation, parts, jigs and tools.
- 2.2 All parts and components are ready for specified manufacturing processes.
- Range readiness may include but is not limited to – part quantities, labelling, pre-build preparation such as lead forming or tinning, bin and package storage.
- 2.3 Specialist tools and jigs have current calibration status.
- 2.4 The location and storage of each production batch is separate from other batches.

Outcome 3

Verify production batches.

Performance criteria

3.1 The verification process demonstrates a systematic appraisal of the production batch contents.

Range systematic appraisal includes but is not limited to – use of checklists.

3.2 Verification results are consistent and level of undetected mistakes falls within enterprise quality limits.

This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	24 February 1998	31 December 2021
Review	2	28 June 1999	31 December 2021
Review	3	23 November 2003	31 December 2021
Rollover and Revision	4	19 March 2010	31 December 2021
Review	5	26 July 2018	31 December 2021

Consent and Moderation Requirements (CMR) reference

0003

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