

## Manage quality assurance procedures for materials management at a manufacturing or industrial site

**Level** 4

**Credits** 7

**Purpose** People credited with this unit standard are able to: develop, implement, and review quality assurance policies and procedures for materials management for a manufacturing or industrial site; and monitor and maintain quality assurance in materials management on a manufacturing or industrial site.

**Subfield** Supply Chain Management

**Domain** Materials Management

**Status** Registered

**Status date** 22 December 1999

**Date version published** 21 August 2009

**Planned review date** 31 December 2011

**Entry information** Open.

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

**Standard setting body (SSB)** Competenz

**Accreditation and Moderation Action Plan (AMAP) reference** 0173

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

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### Special notes

- 1 For the purpose of this unit standard:  
*Organisational requirements* include all documented policies, procedures and instructions pertaining to materials management.  
*Quarantine* refers to any holding area, bond area, or area set aside where goods may be held pending inspection and clearance for quality and quantity checks.  
*Customers* include both internal and external customers.
- 2 Some range statements within this unit standard are indicative and dependent on organisational policy, procedures and practices and the type of application being processed. Candidates are therefore to be assessed against as many items in each range note as are available and relevant.

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## Elements and performance criteria

### Element 1

Develop, implement, and review quality assurance policies and procedures for materials management for a manufacturing or industrial site.

#### Performance criteria

- 1.1 Quality assurance procedures are planned and implemented in accordance with organisational requirements.
- 1.2 Quality assurance procedures are developed, documented, and communicated to all employees in accordance with organisational requirements.
- 1.3 Specifications for storage conditions and handling procedures are established and documented for inwards materials and for finished goods, in accordance with organisational requirements.
- 1.4 Quality assurance procedures are audited, reviewed, and any changes documented and communicated in accordance with organisational requirements.

### Element 2

Monitor and maintain quality assurance in materials management on a manufacturing or industrial site.

#### Performance criteria

- 2.1 Raw materials and/or incoming goods meet quality specifications on delivery in accordance with organisational requirements.
- 2.2 Raw materials and/or goods are monitored during storage to ensure quality specifications are met on delivery to manufacturing processes in accordance with organisational requirements.
- 2.3 Raw materials and/or goods subject to technical inspection are quarantined on delivery and cleared or returned in accordance with organisational requirements.
- 2.4 Finished goods are stored, monitored and inspected before delivery to customers in accordance with organisational requirements.

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### 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.

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**Comments on this unit standard**

Please contact the Competenz at [info@competenz.org.nz](mailto:info@competenz.org.nz) if you wish to suggest changes to the content of this unit standard.