

<b>Title</b>	<b>Demonstrate knowledge of and carry out company quality procedures in a manufacturing environment</b>		
<b>Level</b>	<b>2</b>	<b>Credits</b>	<b>3</b>

<b>Purpose</b>	People credited with this unit standard are able to: demonstrate knowledge of the quality requirements and processes of a company; and carry out company quality procedures, in a manufacturing environment.
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<b>Classification</b>	Manufacturing Skills > Manufacturing Processes
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 Legislation relevant to this unit standard includes:  
Health and Safety at Work Act 2015.
- 2 Definitions  

*Standard Operating Procedures (SOP)* refers to a set of instructions used by the operator to undertake a process, which includes information on quality and safety related to the process.

*Personal Quality Checks (PQC)* refer to operator checks performed at each stage of the manufacturing process to ensure defective products are not passed to subsequent stages, and will usually be limited to simple visual, physical or dimensional checks on products.

*Systems improvement opportunities (SIO)* refer to changes to machine, equipment, product or processes that may lead to improved performance in areas including but not limited to: quality, safety, cost, efficiency and equipment reliability.

*Workplace procedures* refer to procedures used by the organisation carrying out the work and applicable to the tasks being carried out. Examples are – standard operating procedures, site safety procedures, equipment operating procedures, codes of practice, quality management practices and standards, and procedures to comply with legislative and local body requirements.
- 3 Assessment information  
All activities and evidence must be in accordance with workplace procedures.

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### Outcomes and performance criteria

#### Outcome 1

Demonstrate knowledge of the quality requirements and processes of a company in a manufacturing environment.

**Performance criteria**

- 1.1 Company quality requirements are described.
- Range may include but is not limited to – conformance to requirements, zero defects, empowering individuals, continuous improvement, right first time, customer driven, key performance indicators.
- 1.2 Company quality processes are described.
- Range may include but is not limited to – PQC, first off/last off, gauges, standard operating procedures.
- 1.3 Company quality data requirements and procedures are identified.

**Outcome 2**

Carry out company quality procedures.

**Performance criteria**

- 2.1 Operator personal quality checks are carried out, and if required, recorded or reported.
- 2.2 System improvement opportunities are identified and reported.
- 2.3 Standard operating procedures are applied to ensure quality.

<b>Planned review date</b>	31 December 2025
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**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	18 December 2002	31 December 2012
Revision	2	12 January 2006	31 December 2012
Rollover and Revision	3	24 August 2007	31 December 2014
Review	4	18 March 2011	31 December 2023
Review	5	26 August 2021	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0013
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

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**Comments on this unit standard**

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