

Title	Explain certification requirements for a seafood premise operating under the Animal Products Act 1999		
Level	5	Credits	5

Purpose	People with this unit standard are able to explain: certification requirements for export of animal material or animal products; the responsibilities of the company Certification Coordinator; and the procedures for ensuring that legislative requirements for certification are met.
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Classification	Seafood > Seafood Risk Management
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Available grade	Achieved
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Prerequisites	Prerequisite: Unit 20831, Explain and operate the New Zealand Food Safety Authority's Electronic Certification system of Official Assurance, or demonstrate equivalent knowledge and skills.
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Guidance Information

Definitions

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.

Company requirements refer to instructions to staff on policy and procedures that are communicated in an oral or written form. These requirements must include legislation requirements and company safety procedures, and may include but are not limited to industry codes of practice and standards.

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

Legislative requirements in this unit standard refer to legislation, regulations and standards that include but are not limited to - the Animal Products Act 1999, Animal Products (Official Assurance Specifications) Notice, Official Assurances Programme (OAP), Technical Directives (TDs), Overseas Market Access Requirements (OMARs), General Requirements for Exporters (GREXs), New Zealand Food Safety Authority (NZFSA) E-cert Help Files, and subsequent updates and amendments.

Outcomes and performance criteria

Outcome 1

Explain certification requirements for export of animal material or animal products.

Performance criteria

- 1.1 The explanation includes an outline of the legislation as it applies to certification.
- 1.2 The explanation includes the ethical responsibilities of company personnel in relation to certification and the role of the Certification Coordinator in maintaining ethical standards.
- 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, NZFSA's Conditions for Use of Web applications.

Outcome 2

Explain the responsibilities of the company Certification Coordinator.

Performance criteria

- 2.1 The explanation includes the procedures for managing Certification Operators in accordance with company requirements.
- Range registration, login identifications, passwords, training, de-registration, performance.
- 2.2 The explanation includes the procedures used to provide the underpinning information to support certification in accordance with company requirements.
- Range includes but is not limited to – market eligibility, inventory control, product tracking, document control and record keeping.
- 2.3 The explanation includes the procedures for implementing new or amended certification requirements in accordance with company requirements.

Outcome 3

Explain the procedures for ensuring that legislative requirements for certification are met.

Performance criteria

- 3.1 The explanation includes the procedures implemented by a company to confirm that certification requirements are met.
- Range includes but is not limited to – E-cert documentation review, records review, response to external verification, Business Continuity Plan (BCP) review and Certification Operator feedback.
- 3.2 The explanation includes the procedures for maintaining the link between processing and certification.

- 3.3 The explanation includes the external verification processes used for certification.

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	N/A
Rollover and Revision	2	25 January 2008	N/A
Review	3	16 April 2010	N/A
Rollover	4	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.