

Title	Maintain housekeeping in a manufacturing environment		
Level	2	Credits	3

Purpose	People credited with this unit standard are able to: demonstrate knowledge of the maintenance of housekeeping; and maintain housekeeping in a manufacturing environment.
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Classification	Manufacturing Skills > Manufacturing Processes
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Available grade	Achieved
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Guidance Information

- 1 Legislation relevant to this unit standard includes but is not limited to the:
 - Health and Safety at Work Act 2015.
 - Resource Management Act 1991 and subsequent amendments.
 - Hazardous Substances and New Organisms Act 1996 and subsequent amendments.
- 2 Definitions
 - Continuous maintenance of housekeeping* refers to activities performed on a day-to-day basis. Examples may include but are not limited to: sweeping, wiping, removing scrap.
 - Periodic maintenance of housekeeping* refers to activities that may be assigned on a monthly, six-monthly, or annual basis. Examples may include but are not limited to: cleaning of ceilings, walls, windows.
 - Sustainable housekeeping* refers to company procedures for minimising environmental impact of manufacturing processes and housekeeping activities. Examples may include recycling, waste management, and environmental policies.
 - 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
 - a All activities and evidence must be in accordance with workplace procedures.
 - b This unit standard will be assessed on the basis of evidence of demonstrated and repeatable performance in the workplace, including both continuous and periodic housekeeping.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of the maintenance of housekeeping in a manufacturing environment.

Performance criteria

- 1.1 Reasons for continuous and periodic housekeeping are described for manufacturing workplaces.
- Range evidence of three reasons.
- 1.2 Worksite documentation relating to continuous and periodic housekeeping is identified, and requirements are described.
- Range documentation may include but is not limited to – signs, notices, manuals, housekeeping audit forms.
- 1.3 Processes for checking on housekeeping standards are described.
- Range processes may include but are not limited to – area inspections, housekeeping, safety audits.
- 1.4 Sustainable housekeeping procedures are identified.

Outcome 2

Maintain housekeeping in a manufacturing environment.

Performance criteria

- 2.1 Work area and surfaces are kept clean and tidy, and free from unnecessary items.
- Range work area and surfaces may include but is not limited to – floor, bench, machinery surfaces, walls, ceiling, windows; unnecessary items may include but are not limited to – out of date materials, 'borrowed' equipment, spare parts, broken tools, scrap.
- 2.2 Walkways are kept clear.
- 2.3 Items are returned to their assigned location.
- 2.4 Tools and ancillary equipment are kept clean and in assigned location.
- 2.5 Sustainable housekeeping procedures are demonstrated.
- 2.6 Materials or products are stored.
- 2.7 Cleaning items and equipment are stored.

2.8 Disruption to colleagues or internal customers due to maintenance of clean work area is minimised.

2.9 Recording or reporting is carried out.

Range may include but is not limited to – hard copy, electronic, verbal.

Planned review date	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	26 July 2005	31 December 2012
Revision	2	24 August 2007	31 December 2014
Review	3	18 March 2011	31 December 2023
Review	4	26 August 2021	N/A

Consent and Moderation Requirements (CMR) reference	0013
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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 Competenz qualifications@competenz.org.nz if you wish to suggest changes to the content of this unit standard.