

Title	Describe and carry out development, implementation and maintenance of a documented system in a seafood operation		
Level	4	Credits	10

Purpose	<p>This unit standard is for people working in a seafood operation.</p> <p>People credited with this unit standard are able to describe the development, implementation and maintenance of a documented system in a seafood operation. They are also able to develop, implement and maintain a documented system in a seafood operation.</p>
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Classification	Seafood > Seafood Generic
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Available grade	Achieved
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Guidance Information

- 1 All evidence presented in this unit standard must be in accordance with:
 - Workplace procedures;
 - Animal Products Act 1999;
 - Health and Safety at Work 2015;
 and any subsequent amendments.

- 2 Definitions

Documented system refers to any management system or programme that has been developed and implemented to meet a specific standard, company requirement or legislation requirement.

Standards in this unit standard refer to the criteria against which each documented system is being compared. The standards will be determined by the system selected.

Workplace procedures refer to the policies and procedures set out in a verbal or written form by the employer or organisation. Procedures must be consistent with current legislative requirements and manufacturer's recommendations or instructions where relevant.

Outcomes and performance criteria

Outcomes 1

Describe the development, implementation and maintenance of a documented system in a seafood operation.

Performance criteria

1.1 Describe the intended outcome and purpose of the documented system.

1.2 Describe the standard which is being met by the documented system.

1.3 Describe the process for developing the documented system.

Range may include – gathering information, drafting, review or trial, stakeholder feedback, formatting, document control, confirmation of final draft, authorisation; evidence of four is required.

1.4 Describe the process for implementing the documented system.

Range may include – distribution of documentation, training, communication, reality check; evidence of three is required.

1.5 Describe the process for maintaining the documented system to ensure currency.

Range includes but is not limited to – document control, archiving, notification of changes.

Outcome 2

Develop, implement and maintain a documented system in a seafood operation.

Performance criteria

2.1 Develop the documented system to meet the specified standard, company requirement or legislation requirement.

2.2 Confirm the documented system is accurate against the standard prior to implementation.

2.3 Check the documented system to confirm consistency with operational activities and amend as required.

2.4 Implement and maintain the documented system in a seafood operation to meet the specified standard, company requirement or legislation requirement.

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	27 March 2006	31 December 2020
Review	2	19 March 2010	31 December 2020
Review	3	24 January 2019	N/A
Rollover	4	29 February 2024	N/A

Consent and Moderation Requirements (CMR) reference

0123

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.