

Title	Describe and carry out an audit 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 and prepare for an audit of a documented system; conduct an audit of a documented system; record and report on an audit of a documented system; verify corrective actions after an audit of a documented system, and describe the corrective actions related to the audit findings of a documented system, in a seafood operation.</p>
----------------	---

Classification	Seafood > Seafood Generic
-----------------------	---------------------------

Available grade	Achieved
------------------------	----------

Guidance Information

- 1 All evidence presented in this unit standard must be in accordance with:
 - Workplace procedures;
 - Animal Products Act 1999;
 - Food Act 2014;
 - 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.

Stakeholders in this unit standard refer to auditee, supervisor, manager, company manager, regulatory authority, customer, factory staff, other appropriate people or departments.

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.

- 3 This unit standard applies to both internal and external audits. While the scope of the internal and external audit might differ, the audit processes used will be similar.

Outcomes and performance criteria

Outcome 1

Describe and prepare for an audit of a documented system in a seafood operation.

Performance criteria

- 1.1 Describe the auditor's competency and independence requirements.
- 1.2 Identify the standard to which the audit is to be conducted against.
- 1.3 Describe the scope and purpose of the audit.
- 1.4 Prepare for the audit, including undertaking a review of the documentation.

Range	includes but is not limited to – standards, previous audit reports, company audit schedules, corrective action logs.
-------	--
- 1.5 Inform the auditee of the details of the intended audit.

Range	includes but is not limited to – scope, purpose, date, time.
-------	--

Outcome 2

Conduct an audit of a documented system in a seafood operation.

Performance criteria

- 2.1 Audit the documented system against the standards and identify any variances.
- 2.2 Audit the documented system against the current activities in the seafood operation and identify any variances.
- 2.3 Audit the documented system records and identify any variances.
- 2.4 Communicate any variances identified to key stakeholders prior to the end of the audit.
- 2.5 Review and compare corrective actions identified in previous reports to current audit findings to confirm that the activities were effective, and the issues are not recurring.

Outcome 3

Record and report on an audit of a documented system in a seafood operation.

Performance criteria

- 3.1 Record audit observations according to the requirements of the documented system.
- 3.2 Document the audit report identifying the extent of compliance with the standards, any variations, and any required corrective action.
- 3.3 Present the audit reports to the stakeholders in a suitable format and timely manner, and agree any follow-up action required.
- Range follow-up action includes but is not limited to – targeted completion date, appropriate corrective actions.

Outcome 4

Verify corrective actions after an audit of a documented system in a seafood operation.

Performance criteria

- 4.1 Gather evidence to verify identified corrective actions have been completed as agreed.
- 4.2 Re-set and agree a new target date and action, for any corrective actions not completed.

Outcome 5

Describe the corrective actions related to the audit findings of a documented system in a seafood operation.

Performance criteria

- 5.1 Describe the levels of risk relative to corrective actions.
- Range includes but is not limited to – critical, major and minor levels of risk; evidence of one for each level is required.
- 5.2 Describe the key components of corrective action.
- Range includes but is not limited to – product disposition, immediate action, preventative action.
- 5.3 Describe the difference between preventative and corrective action.

Planned review date	31 December 2028
----------------------------	------------------

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.