

Title	Monitor production management for joinery manufacture		
Level	5	Credits	5

Purpose	<p>People credited with this unit standard are able to:</p> <ul style="list-style-type: none"> – monitor job progress to align with work production schedules; – monitor quality of work; – liaise with other contributing parties to monitor contract progress; and – maintain documentation for joinery manufacture.
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Classification	Joinery > Joinery Core Skills
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Available grade	Achieved
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Guidance Information

- 1 Legislation and standards relevant to this unit standard include:
 - Health and Safety at Work Act 2015; available from www.legislation.govt.nz;
 - NZS 3910: 2013 *Conditions of Contract for Building and Civil Engineering Construction*; available at <http://www.standards.co.nz>, and any subsequent amendments and replacements.

- 2 Assessment

This unit standard is for experienced people who work in a joinery workshop in a management position. Evidence for this standard must reflect professional competence confirmed by a person with current expertise in the joinery trade.

Professional competence refers to the ability to work independently to meet the ethical and professional expectations of industry and clients on dynamic and varied projects operating in a commercial environment.

- 3 Definition

Workplace requirements refer to the documented procedures specific to a workplace which set out the standard and the required practices of that workplace. This may include job specifications, procedures, practices, manufacturer recommendations, technical data sheets and material safety data sheets.

Outcomes and performance criteria

Outcome 1

Monitor job progress to align with work production schedules for joinery manufacture.

Performance criteria

- 1.1 Work production schedules are developed to ensure approved work is assigned to appropriate personnel in accordance with workplace requirements.
- 1.2 The progress of the job is monitored to ensure work schedules are being met in accordance with workplace requirements.
- 1.3 The contract or sub-contract is completed by the due date in accordance with workplace requirements.

Outcome 2

Monitor quality of work for joinery manufacture.

Performance criteria

- 2.1 The materials used are as detailed in the job specification.
- 2.2 The workmanship conforms to standard trade practice and as detailed in the job specification.
- 2.3 Machine tooling is checked to ensure that the tooling is compatible with materials used in accordance with industry practice.

Outcome 3

Liaise with other contributing parties to monitor contract progress for joinery manufacture.

Performance criteria

- 3.1 Communication is maintained with all parties associated with the work to ensure that the contract meets the time schedule in accordance with workplace requirements.
- 3.2 Liaison with technical specialist is maintained to ensure contractual requirements are met in accordance with workplace requirements.

Outcome 4

Maintain documentation for joinery manufacture.

Performance criteria

- 4.1 Work records are maintained to meet company, business, and legal requirements in accordance with workplace requirements.
- 4.2 Quality documentation is maintained to meet company, business, and legal requirements in accordance with workplace requirements.

Planned review date	31 December 2027
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	16 August 1995	31 December 2013
Review	2	16 August 1995	31 December 2013
Revision	3	21 October 1997	31 December 2013
Revision	4	20 December 1999	31 December 2013
Revision	5	16 June 2005	31 December 2013
Review	6	23 January 2009	31 December 2015
Review	7	24 October 2014	31 December 2025
Rollover	8	17 September 2015	31 December 2025
Rollover and Revision	9	28 June 2018	31 December 2025
Review	10	30 March 2023	N/A

Consent and Moderation Requirements (CMR) reference	0048
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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 Waihanga Ara Rau Construction and Infrastructure Workforce Development Council at qualifications@WaihangaAraRau.nz if you wish to suggest changes to the content of this unit standard.