

Title	Describe standard operating procedures in a concrete industry workplace		
Level	2	Credits	3

Purpose	People credited with this unit standard are able to describe standard operating procedures in a concrete industry workplace.
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Classification	Concrete > Concrete Core Skills
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Available grade	Achieved
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Guidance Information

- 1 Definitions
Task means a definite piece of work assigned to a person as part of their job, such as grading concrete product or tying reinforcing.
Standard operating procedures are the documented procedures applicable across an organisation that set out the procedure for undertaking specific tasks.
- 2 Legislation relevant to this unit standard includes:
 Health and Safety in Employment Act 1992 and Health and Safety in Employment Regulations 1995;
 Employment Relations Act 2000;
 Resource Management Act 1991.

Outcomes and performance criteria

Outcome 1

Describe standard operating procedures in a concrete industry workplace.

Performance criteria

- 1.1 Description details the location and purpose of standard operating procedures.
- 1.2 Description includes the process steps for tasks related to own job as outlined in the standard operating procedures.

 Range planning and implementation of six tasks.
- 1.3 Description includes standard operating procedures for reporting and inquiry as they relate to own job, and identifies people to whom inquiries and reports should be directed.

- 1.4 Description includes standard operating procedures for health and safety as they relate to own job.
- 1.5 Description includes standard operating procedures for environmental impact control as they relate to own job.
- 1.6 Description includes identifying standard quality control procedures as they relate to own job.

This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	20 November 2009	31 December 2023
Review	2	28 October 2021	31 December 2023

Consent and Moderation Requirements (CMR) reference

0048

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.