

<b>Title</b>	<b>Comply with all documentation requirements in a primary industry operation</b>		
<b>Level</b>	<b>3</b>	<b>Credits</b>	<b>3</b>

<b>Purpose</b>	<p>This entry-level unit standard is for people working in a primary industry operation.</p> <p>People credited with this unit standard are able to demonstrate knowledge of the requirements for a document management system; and complete documentation relevant to the workplace, in a primary industry operation.</p>
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<b>Classification</b>	Primary Sector > Primary Sector Core Skills
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<b>Available grade</b>	Achieved
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### Guidance information

- 1 All evidence presented in this unit standard must be in accordance with:
  - Organisational requirements
  - Animal Products Act 1999
  - Food Act 2016
  - Health and Safety at Work Act 2015; and any subsequent amendments.
- 2 Definitions
 

*Organisational requirements* – instructions to staff on policies and procedures which are documented in memo, electronic or manual format and are available in the workplace.

*Document management system (DMS)* – refers to a system that is used to track, manage and store documents. A DMS is required under ISO9001:2008 and ISO22000:2005 and their subsequent amendments.
- 3 Evidence for the practical components of this unit standard must be supplied from the workplace.

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### Outcomes and performance criteria

#### Outcome 1

Demonstrate knowledge of the requirements for a document management system in a primary industry operation.

**Performance criteria**

1.1 Identify and describe the consequences of non-conforming documentation in terms of potential effects on quality, product safety, performance monitoring and traceability.

1.2 Describe the purposes of various types of documents in terms of stating requirements and/or recording what happened.

Range types of documents may include but are not limited to – manuals, specifications, work instructions or procedures, forms, records, reports;  
evidence is required of two documents.

1.3 Describe the requirements for document control in terms of authorised issue, availability and updating.

Range requirements may include but are not limited to – document authorisation, document identification, revision status, control of issue and location, assurance against unintended use of invalid and/or obsolete documents, storage and retention of quality records;  
evidence is required of two examples.

**Outcome 2**

Complete documentation relevant to the workplace in a primary industry operation.

Range evidence is required from the candidate’s workplace.

**Performance criteria**

2.1 Complete workplace documentation.

Range completion includes but is not limited to – amount of information or detail provided, accuracy, timeliness, traceability.

2.2 Identify non-conforming documentation.

Range non-conforming documentation may include but is not limited to – currency of specifications, approval authorisation, location of documentation, legibility, traceability, batch history;  
evidence is required of three examples of non-conforming documentation.

<b>Replacement information</b>	This unit standard replaced unit standard 4819.
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<b>Planned review date</b>	31 December 2023
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#### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	18 June 2015	31 December 2021
Review	2	27 September 2018	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0033
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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 the Primary Industry Training Organisation [standards@primaryito.ac.nz](mailto:standards@primaryito.ac.nz) if you wish to suggest changes to the content of this unit standard.