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| Title | Participate in an audit in a primary products food processing operation | | |
| Level | 4 | Credits | 10 |

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| Purpose | People credited with this unit standard are able to participate in: planning an audit; an audit; and the reporting and follow up processes, in a primary products food processing operation. |
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| Classification | Primary Products Food Processing > Primary Products Food Processing - Core Skills |
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| Available grade | Achieved |
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Guidance information

- 1 Legislation and standards and export requirements relevant to this unit standard may include but are not limited to:
 - Animal Products Act 1999;
 - Food Act 1981;
 - Health and Safety at Work Act 2015;
 - The Average Quantity System (AQS),
<https://trademeasurement.tradingstandards.govt.nz/for-business/packaging-and-or-selling-goods-by-quantity/the-average-quantity-system-aqs/>
 - Overseas Market Access Requirements (OMARs),
<https://www.mpi.govt.nz/exporting/overseas-market-access-requirements-omars>
and any subsequent amendments.
- 2 Definitions

Corrective action plan – identifies non-conformance, corrective actions, date by which action must be taken, and any other follow up requirements.

Information – information collected from interviews, observation, review of workplace records, and accessing relevant technical information.

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

Primary products food processing operation – covers a meat, dairy, seafood, fruit and vegetable and honey processing, food and beverage manufacturing, and other related industries.

Stakeholders – auditee, supervisor, manager, company manager, regulatory authority, customer, factory staff, other appropriate people or departments.
- 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.

- 4 Evidence for the practical components of this unit standard must be supplied from the workplace.
- 5 All evidence presented in this unit standard must be in accordance with organisational requirements.

Outcomes and performance criteria

Outcome 1

Participate in planning an audit for a primary products food processing operation.

Performance criteria

- 1.1 Identify roles and responsibilities of people participating in the audit.
- 1.2 Identify the purpose and scope of the audit.
- 1.3 Identify information and resources required to conduct the audit.

Outcome 2

Participate in an audit for a primary products food processing operation.

Range audits may include but are not limited to – product safety plans, ACC partnership safety audits, and good manufacturing requirements.

Performance criteria

- 2.1 Collect information that is adequate, representative, and meets audit requirements.
- 2.2 Analyse information to assess adequacy of performance against audit criteria
- 2.3 Review records to confirm compliance against audit criteria.
- 2.4 Observe compliance against audit criteria in the workplace.
- 2.5 Identify areas requiring corrective action.

Outcome 3

Participate in the reporting and follow up processes for a primary products food processing operation.

Performance criteria

- 3.1 Identify and report situations presenting an imminent and serious risk to the process objectives.
- 3.2 Prepare audit reports to address the identified scope.

- 3.3 Communicate results of the audit to stakeholders.
- 3.4 Develop a corrective action plan.
- 3.5 Gather evidence to verify identified corrective actions have been completed as agreed.
- Range evidence of three actions is required.
- 3.6 Identify any corrective actions not completed, negotiate a new target date, and follow up corrective actions.

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| Replacement information | This unit standard replaced unit standard 21132. |
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| Planned review date | 31 December 2026 |
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Status information and last date for assessment for superseded versions

| Process | Version | Date | Last Date for Assessment |
|--------------|---------|-------------------|--------------------------|
| Registration | 1 | 17 September 2015 | 31 December 2024 |
| Revision | 2 | 16 February 2017 | 31 December 2024 |
| Review | 3 | 24 March 2022 | N/A |

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| Consent and Moderation Requirements (CMR) reference | 0022 |
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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 Hanga-Aro-Rau Manufacturing, Engineering, and Logistics Workforce Development Council qualifications@hangaarorau.nz if you wish to suggest changes to the content of this unit standard.