

Title	Develop standard operating procedures for an extractive site		
Level	5	Credits	5

Purpose	People credited with this unit standard are able to: describe the purpose of a standard operating procedure (SOP) and identify the key components of a SOP for an extractive site operations activity; write a SOP for an extractive operations activity as a result of an existing risk management process; carry out testing and implementation of the documented SOP; and review the documented SOP.
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Classification	Extractive Industries > Extractive Industries Management
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Available grade	Achieved
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Guidance Information

1 Legislation and references

Legislation, regulations and/or industry standards relevant to this unit standard include but are not limited to the:

- Health and Safety at Work Act 2015 (HSW);
- Health and Safety at Work (General Risk and Workplace Management) Regulations 2016;
- Health and Safety at Work (Worker Engagement, Participation, and Representation) Regulations 2016;
- Health and Safety at Work (Mining Operations and Quarrying Operations) Regulations 2016;
- Approved codes of practice issued pursuant to the HSW Act;
- Resource Management Act 1991 (RMA);
- Territorial and Local Authority requirements.

Any new, amended, or replacement Acts, regulations, standards, codes of practice, guidelines, or authority requirements or conditions affecting this unit standard will take precedence for assessment purposes, pending review of this unit standard.

2 Useful resources relevant to this unit standard include but are not limited to:

People come first: Building a strong health and safety culture in New Zealand mines, quarries and tunnels, MBIE, 2013 available at <https://www.mbie.govt.nz/assets/4e336f62d8/people-come-first.pdf>;
Guidance for a Hazard Management System for Mines, MBIE, 2013 and *A guide to developing safety management systems for the extractives industry*, MBIE, 2013 available at <https://worksafe.govt.nz/topic-and-industry/extractives/guidance-position-statements/developing-safety-management-systems-and-hazard-management-systems-for-mines/>.

3 Definitions

Company procedures mean the documented methods for performing work activities and include health and safety, operational, environmental, and quality management requirements. They may refer to legislation, regulations, guidelines, standard operating procedures, manuals, codes of practice, or policy statements.

Industry good practice may be documented in management plans, control plans, company procedures, managers' rules, occupational health and safety policy, industry guidelines, codes of practice, manufacturers' instructions, and safe working and/or job procedures (or equivalent).

4 Range

Standard operating procedures include but are not limited to two of the following extractive operations – health and safety, logistics, plant or machinery, environmental management, communication.

5 Recommendations

It is recommended that individuals have achieved or are completing Unit 28983, *Carry out the risk management process*, or can demonstrate equivalent knowledge and experience.

Outcomes and performance criteria

Outcome 1

Describe the purpose of a SOP and identify the key components of a SOP for an extractive site operations activity.

Performance criteria

- 1.1 The purpose of a SOP is described and SOP key components are identified for an extractive site operations activity.

Range purpose may include is but not limited to – process consistency, safety, quality.

Outcome 2

Write a SOP for an extractive operations activity as a result of an existing risk management process.

Performance criteria

- 2.1 The SOP is written and includes the key components for an extractive operations activity.

- 2.2 The SOP is presented using clear, unambiguous language, and formatted to be suitable for the intended audience.
- Range presentation may include but is not limited to – plain English, alternate language options, graphs and diagrams, formatted with clear white space.
- 2.3 The SOP is checked to meet the requirements of industry good practice, company procedures, and any relevant authorising bodies.
- 2.4 The review timetable for the SOP is specified to meet company procedures.

Outcome 3

Carry out testing and implementation of the documented SOP.

Performance criteria

- 3.1 The process of gaining validation of the SOP is undertaken in accordance with company procedures and industry good practices.
- Range validation by personnel who have expertise in the SOP's content, validation by those who will use the SOP.
- 3.2 The SOP is tested and implemented in accordance with company procedures and industry good practices.
- Range implementation may include but is not limited to; communication to workers, evidence of training

Outcome 4

Review the documented SOP.

Performance criteria

- 4.1 Triggers prompting a review are identified.
- 4.2 The SOP is reviewed and recorded in accordance with company procedures and industry good practices.
- Range recording methods may include but are not limited to – document change tables, version control.
- 4.3 Information fed back by experts and users is taken into account in the SOP amendments.
- 4.4 Changes to SOP are implemented in accordance with company procedures and industry good practices.

Planned review date	31 December 2030
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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 2020
Rollover and Revision	2	25 January 2018	31 December 2020
Review	3	26 March 2020	31 December 2020
Reinstatement	4	28 May 2020	31 December 2027
Review	5	25 September 2025	N/A

Consent and Moderation Requirements (CMR) reference	0014
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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 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.