

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

Purpose	People credited with this unit standard are able to: identify the key components of an extractive site operations activity; write a standard operating procedure (SOP); and demonstrate knowledge of testing, 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

- Performance of the outcomes of this unit standard must comply with the following:
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.
- 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/>.
- 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 best 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).

5 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.

Outcomes and performance criteria

Outcome 1

Identify the key components of an extractive site operations activity.

Performance criteria

1.1 The key components of an extractive site operations activity are identified.

Range components – purpose of the activity, statement of roles and responsibilities, sequence of activities, statement of resources and equipment required, complementary systems, worker participation.

Outcome 2

Write a standard operating procedure (SOP) for an extractive operations activity.

Performance criteria

2.1 The SOP details the key components of an extractive operations activity.

Range components – purpose of the activity, statement of roles and responsibilities, sequence of activities, statement of resources and equipment required, complementary systems, worker participation.

2.2 Language used is clear and unambiguous.

2.3 The SOP meets the requirements of industry best practice, company procedures, and any relevant authorising bodies.

2.4 The review timetable for the SOP is specified to meet company procedures.

Outcome 3

Demonstrate knowledge of testing, and review the documented SOP.

Performance criteria

- 3.1 The process of gaining validation of the SOP is undertaken in accordance with company procedures and industry best practice.
- Range validation by personnel who have expertise in the SOP's content, validation by those who will use the SOP.
- 3.2 The process for testing of the SOP is demonstrated in accordance with company procedures and industry best practice.
- 3.3 The SOP is reviewed after use in accordance with company procedures and industry best practice.
- 3.4 Amendments to the SOP take account of information fed back by experts and users, its use during operations, and changes in associated personnel, systems, and technology.

Planned review date	31 December 2022
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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	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 MITO New Zealand Incorporated info@mito.org.nz if you wish to suggest changes to the content of this unit standard.