

<b>Title</b>	<b>Describe and complete electronic certification in a primary products food processing operation</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>5</b>

<b>Purpose</b>	People credited with this unit standard are able to: describe the responsibilities associated with the electronic certification (E-cert) operator's role and potential impact to New Zealand of inaccurate and fraudulent electronic certification; the E-cert system; E-cert documentation requirements; and complete E-cert documentation, in a primary products food processing operation.
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<b>Classification</b>	Primary Products Food Processing > Primary Products Food Processing - Operational Skills
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 Legislation and publications relevant to this unit standard may include but is not limited to:
  - Animal Products Act 1999;
  - Overseas Market Access Requirements (OMARs) available at, <http://www.mpi.govt.nz>;
  - *Official Assurances Programme*, available at <http://www.mpi.govt.nz>; and any subsequent amendments.
- 2 Definitions
 

*E-cert* – Ministry of Primary Industries' Electronic Certification System for the processing of eligibility declarations, eligibility documents and electronic export certificates.

*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.
- 3 All evidence presented in this unit standard must be in accordance with organisational requirements.
- 4 Outcome 3 range statement, E-cert evidence can be simulated.

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## Outcomes and performance criteria

### Outcome 1

Describe the responsibilities associated with the electronic certification (E-cert) operator's role and potential impact to New Zealand of inaccurate and fraudulent electronic certification in a primary products food processing operation.

Range responsibilities may include but are not limited to – E-cert security, organisational requirements, ethical requirements.

### Performance criteria

- 1.1 Describe the role of electronic certification in international trade.
- 1.2 Describe the potential impact to New Zealand of inaccurate and fraudulent electronic certification.
- 1.3 Describe the responsibilities of the electronic certification operator in terms of the legislative requirements.

### Outcome 2

Describe the E-cert system in a primary products food processing operation.

### Performance criteria

- 2.1 Describe the legal requirements that apply to electronic certification.
- 2.2 Describe the rules associated with accessing the E-cert system.  
Range evidence of two rules is required.
- 2.3 Describe the terms associated with the E-cert system.  
Range evidence of six terms is required.
- 2.4 Describe the record keeping process.

### Outcome 3

Describe E-cert documentation requirements in a primary products food processing operation.

### Performance criteria

- 3.1 Describe the process for entering and submitting E-cert data.
- 3.2 Describe information to support product eligibility, and records required to be kept for E-cert.

- 3.3 Describe the process of responding to consignor inspector requests, in relation to E-cert documents.
- 3.4 Describe the process for obtaining approval for a submitted E-cert.
- 3.5 Describe the importance of maintaining records.

#### Outcome 4

Complete E-cert documentation in a primary products food processing operation.

Range evidence of ten completed E-certs is required.

#### Performance criteria

- 4.1 Enter and submit data within the required timeframe.
- 4.2 Confirm the information to support product eligibility and maintain appropriate records.
- Range may include but is not limited to – product reception records, production records, records of company checks, incoming eligibility documents and inventory records.
- 4.3 Respond to requests for amendment of E-cert documents in an accurate and timely manner.
- 4.4 Obtain approval for submitted E-cert documents.
- 4.5 Complete record keeping requirements.
- Range includes but is not limited to – certificate numbers, approved certificates, cancelled or revoked certificates, linked documents.

<b>Planned review date</b>	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
Review	2	24 March 2022	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>.

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**Comments on this unit standard**

Please contact Hanga-Aro-Rau Manufacturing, Engineering, and Logistics Workforce Development Council [qualifications@hangaarorau.nz](mailto:qualifications@hangaarorau.nz) if you wish to suggest changes to the content of this unit standard.