

Title	Describe and apply stock control procedures in a primary products food processing operation		
Level	4	Credits	5

Purpose	People credited with this unit standard are able to: describe stock control principles and systems; access and provide information using a computerised inventory management system; receive inwards goods; store goods; and apply good storage practices, in a primary products food processing operation.
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Classification	Primary Products Food Processing > Primary Products Food Processing - Operational Skills
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Available grade	Achieved
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Guidance Information

- 1 Legislation relevant to this unit standard may include but is not limited to:
 - Food (Safety) Regulations 2002;
 - Hazardous Substances and New Organisms Act 1996;
 - Health and Safety at Work Act 2015;
 - Health and Safety in Employment Regulations 1995; and any subsequent amendments.
- 2 Definitions

Good storage practice refers to - any storage and transport facilities operating in a manner that ensures the food is safe and suitable for its intended use. Guidance for Developing Good Operating Practice Procedures: Storage and Transport, available at <https://mpi.govt.nz>

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

Outcomes and performance criteria

Outcome 1

Describe stock control principles and systems in a primary products food processing operation.

Performance criteria

- 1.1 Describe stock control principles in terms of identification, storage, quantity, status of stock and storage costs.
- 1.2 Describe stock control systems in terms of types and functions.

Outcome 2

Access and provide information using a computerised inventory management system in a primary products food processing operation.

Performance criteria

- 2.1 Complete inventory records.
- 2.2 Assess and maintain inventory information.
- 2.3 Record and action requests for information and provide information that is accurate, complete, and formatted.

Outcome 3

Receive inwards goods in a primary products food processing operation.

Performance criteria

- 3.1 Plan receipt of inwards goods.

Range planning includes but is not limited to – delivery date and time, scheduling deliveries, checking documentation.
- 3.2 Record complete and accurate inwards goods into a stock control system within an agreed time-frame.
- 3.3 Enter into a stock control system any discrepancies between receiving documentation and inwards goods.

Range discrepancies may include but are not limited to – product description, quantity, code, date, and configuration.

Outcome 4

Store goods in a primary products food processing operation.

Performance criteria

- 4.1 Store goods within the required timeframe.
- 4.2 Store goods in accordance with the organisation’s location plan and storage procedures.
- 4.3 Identify goods requiring temperature control in terms of their storage requirements.

 Range storage requirements may include but are not limited to – temperature limits, short and long term storage requirements, segregation, co-storage requirements.
- 4.4 Monitor and maintain temperature of stock within specifications.
- 4.5 Follow hold and release procedures for goods.
- 4.6 Identify any non-compliance and take necessary action to address non-compliance.
- 4.7 Maintain product presentation and quality.
- 4.8 Rotate stock.

Outcome 5

Apply good storage practices in a primary products food processing operation.

Performance criteria

- 5.1 Maintain clean and tidy goods storage facility.
- 5.2 Protect the goods from contamination.
- 5.3 Meet all personal health, hygiene and protective clothing requirements for a goods storage facility.
- 5.4 Complete checks of good storage practices in a goods storage facility.

 Range checks may include but are not limited to – vermin, temperature, environs, repairs and maintenance, ice build up, personal hygiene, contamination control; evidence for three checks is required.

Planned review date	31 December 2026
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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

Consent and Moderation Requirements (CMR) reference

0033

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.