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|--------------|---|----------------|----------|
| <b>Title</b> | <b>Apply stock control procedures in a primary products food processing operation</b> |                |          |
| <b>Level</b> | <b>4</b>  | <b>Credits</b> | <b>5</b> |

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| <b>Purpose</b> | <p>This unit standard is for experienced people working in the stores area in a primary products food processing operation.</p> <p>People credited with this unit standard are able to: demonstrate knowledge of stock control procedures; access and provide information using computerised inventory management system; receive inwards goods; store goods; and carry out good storage practices, in a primary products food processing operation.</p> |
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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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### Explanatory notes

- 1 Legislation relevant to this unit standard may include but is not limited to – Health and Safety in Employment Act 1992, Health and Safety in Employment Regulations 1995, Hazardous Substances and New Organisms Act 1996, Food (Safety) Regulations 2002, depending on the candidate's work sector.
- 2 Definitions  
*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 processing, dairy processing, seafood or baking yeasts manufacturing operation.
- 3 Evidence for the practical components of this unit standard must be supplied from the workplace.

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### Outcomes and evidence requirements

#### Outcome 1

Demonstrate knowledge of stock control procedures in a primary products food processing operation.

Range evidence is required of examples from the candidate's workplace.

**Evidence requirements**

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

**Outcome 2**

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

**Evidence requirements**

- 2.1 Inventory records are completed in accordance with organisational requirements.
- 2.2 Inventory information is accessed and maintained in accordance with organisational requirements.
- 2.3 Requests for information are recorded and actioned and information provided is accurate, complete, and formatted in accordance with organisational requirements.

**Outcome 2**

Receive inwards goods in a primary products food processing operation.

**Evidence requirements**

- 2.1 Receipt of inwards goods is planned in accordance with organisational requirements.  
  
Range          planning includes but is not limited to – delivery date and time, scheduling deliveries, checking documentation.
- 2.2 Recording of inwards goods in stock control system is complete, accurate, in accordance with organisational requirements, and within agreed time-frame.
- 2.3 Discrepancies between receiving documentation and inwards goods are entered into stock control system in accordance with organisational requirements.  
  
Range          discrepancies include but are not limited to – product description, quantity, code, date, and configuration.

**Outcome 3**

Store goods in a primary products food processing operation.

**Evidence requirements**

- 3.1 Goods are stored within the required timeframe in accordance with organisational requirements.
- 3.2 Goods are stored in accordance with the organisation's location plan and storage procedures.
- 3.3 Goods requiring temperature control are identified 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, and co-storage requirements.
- 3.4 Temperature of stock is monitored and maintained within specifications in accordance with organisational requirements.
- 3.5 Hold and release procedures for goods are followed in accordance with organisational requirements.
- 3.6 Action is taken where any non-compliance is identified in accordance with organisational requirements.
- 3.7 Product presentation and quality is maintained in accordance with organisational requirements.
- 3.8 Stock is rotated in accordance with organisational requirements.

#### **Outcome 4**

Carry out good storage practices in a primary products food processing operation.

#### **Evidence requirements**

- 4.1 The goods storage facility is kept clean and tidy in accordance with organisational requirements.
- 4.2 The goods are protected from contamination in accordance with organisational requirements.
- 4.3 Personal health, hygiene and protective clothing requirements for a goods storage facility are met in accordance with organisational requirements.
- 4.4 Checks of good storage practices in a goods storage facility are completed in accordance with organisational requirements.
- Range checks may include but are not limited to – vermin, temperature, environs, repairs and maintenance, ice build up, personal hygiene, contamination control; evidence is required for two checks.

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| <b>Planned review date</b> | 31 December 2020 |
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#### Last date for assessment for superseded versions

| Process      | Version | Date              | Last Date for Assessment |
|--------------|---------|-------------------|--------------------------|
| Registration | 1       | 17 September 2015 | N/A                      |

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| <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>.

#### Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMRs). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

#### Comments on this unit standard

Please contact the Primary Industry Training Organisation [standards@primaryito.ac.nz](mailto:standards@primaryito.ac.nz) if you wish to suggest changes to the content of this unit standard.