Title	**Administer quality assurance processes in a commercial wine cellar operation**		
Level	**5**	**Credits**	**10**

Purpose	People credited with this unit standard are able to: demonstrate knowledge of quality assurance processes, review the storage of chemicals, review compliance of chemicals, contribute to the improvement of quality assurance processes and manage non–conforming product in a commercial wine cellar operation.

Classification	Food and Related Products Processing > Wine Production - Cellar Operations

Available grade	Achieved

Explanatory notes

1 References
Enactments and codes relevant to this unit standard include but are not limited to the: Food Act 1981and Food Act 2014; Health and Safety in Employment Act 1992; Resource Management Act 1991; Food (Safety) Regulations 2002; Food Hygiene Regulations 1974; Australia New Zealand Food Standards Code, available at http://www.foodstandards.govt.nz/.

2 Definitions
Chemicals refer to non food chemicals (e.g. cleaning agents, maintenance compounds).
Non conforming product – A product which does not meet product specifications or compliance and/or quality standards.
Compliance standards refer to published international or national standards, regulations or codes of practice outlining the required specifications and procedures for a specified product or operation.
Workplace procedures – approved procedures used by the organisation carrying out the work and applicable to the tasks being carried out. They may include but are not limited to – standard operating procedures, site safety procedures, equipment operating procedures, codes of practice, quality assurance procedures, housekeeping standards, and procedures to comply with legislative and local body requirements
Additions include but are not limited to – enzymes, acids, sulphur dioxide, diammonium phosphate, tannin, oak chips, bentonite clay, cream of tartar, liquid sugar, granular sugar, copper, potassium metabisulphite (PMS), potassium carbonate, calcium carbonate, fermentation nutrients.
Fining agents may include but are not limited to – egg white, casein, skim milk, Isinglass, polyvinylpolypyrrolidone (PVPP), carbon, bentonite.

Outcomes and evidence requirements

Outcome 1

Demonstrate knowledge of quality assurance processes in a commercial wine cellar operation.

Evidence requirements

1.1 Compliance standards related to the operation of a commercial wine cellar are identified and explained in terms of their main purpose.

Range evidence of three compliance standards.

1.2 Key criteria of the compliance standards identified in evidence requirement 1.1 are explained.

Range evidence for two compliance standards.

1.3 Key criteria are matched to the quality assurance documentation for the commercial wine cellar operation.

1.4 Consequences of non-conformance with the compliance standards are explained.

1.5 Independent verification agency and workplace responsibilities are outlined in accordance with the compliance standard requirements.

Outcome 2

Review the storage of chemicals at a commercial wine cellar operation.

Evidence requirements

2.1 Review confirms chemicals are stored to meet compliance standard requirements.

2.2 Review confirms chemical and storage area labelling is legible and meets compliance standard requirements.

2.3 Non-conforming items are identified and corrective actions are taken in accordance with workplace procedures.

2.4 Chemical inventory is checked and updated to reflect chemicals stored.

Outcome 3

Review compliance of additions and fining agents in a wine cellar operation.

Evidence requirements

3.1 Inspection confirms that additions and fining agents meet the compliance standard requirements for quality and grade.

3.2 Non-conforming items are identified and corrective actions are taken in accordance with workplace procedures.

Outcome 4

Contribute to the improvement of the quality processes in a wine cellar operation.

Evidence requirements

4.1 Process or post vintage procedures are reviewed and one factor that could lead to non-conformance is identified.

4.2 Strategies for removing or reducing the likelihood of non- conformance are identified in accordance with workplace procedures.

4.3 The effectiveness of existing control methods is assessed and opportunities for improvement are identified, documented and promoted in accordance with workplace procedures.

Outcome 5

Manage non conforming product in a commercial wine cellar operation.

Evidence requirements

5.1 Reasons for non-conformance are identified and documented in accordance with workplace procedures.

5.2 Risks arising from the product non-conformance are identified and recorded, and corrective actions are recommended in accordance with workplace procedures.

5.3 Non-conforming product is identified, quarantined, and if required recalled, in accordance with workplace procedures.

5.4 Notifications required as a result of the non-conforming product are carried out accordance with workplace procedures and legislative requirements.

5.5 Non-conforming product is processed in accordance with workplace procedures.

5.6 A review of actions leading to the non-conformance is carried out and corrective actions are determined.

5.7 Documentation is updated and changes communicated in accordance with workplace procedures.

Planned review date	31 December 2020

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	19 November 2015	N/A

Consent and Moderation Requirements (CMR) reference	0013

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 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 Competenz at qualifications@competenz.org.nz if you wish to suggest changes to the content of this unit standard.