

<b>Title</b>	<b>Develop standard operating procedures for a horticulture workplace</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>10</b>

<b>Purpose</b>	People credited with this unit standard are able to develop standard operating procedures for a horticulture workplace.
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<b>Classification</b>	Horticulture > Production Horticulture
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<b>Available grade</b>	Achieved
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### Guidance Information

1 Legislation relevant to this unit standard includes but is not limited to:

- Health and Safety at Work Act 2015; and any subsequent amendments.

2 Definitions

*Regulatory requirements* are local, national, or international requirements with legal status. If the horticulture workplace is producing or packing food, then this includes the Food Act 2014 and subsequent amendments.

*Workplace procedures* refer to verbal or written instructions to staff on procedures for implementing and monitoring crop production activities. Workplace procedures must comply with health and safety legislation and be consistent with the workplace health and safety plan.

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### Outcomes and performance criteria

#### Outcome 1

Develop standard operating procedures for a horticulture workplace.

Range evidence of four standard operating procedures is required.

#### Performance criteria

1.1 Compare current standard operating procedures with workplace quality control documents.

1.2 Write standard operating procedures using a language that is appropriate for the target audience in accordance with workplace procedures.

Range audience may include – staff or contractors.

- 1.3 Write standard operating procedures using a format which is in accordance with workplace procedures.
- 1.4 Review and amend standard operating procedures in response to workplace feedback in accordance with workplace procedures.

<b>Replacement information</b>	This unit standard replaced unit standard 23708.
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<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#### Status information and last date for assessment for superseded versions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	16 February 2017	31 December 2024
Review	2	27 January 2022	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0052
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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 Muka Tangata - People, Food and Fibre Workforce Development Council [qualifications@mukatangata.nz](mailto:qualifications@mukatangata.nz) if you wish to suggest changes to the content of this unit standard.