Title	Demonstrate knowledge of and comply with documentation requirements for pest operations, and communicate with personnel

Level	3	Credits	3

Purpose	People credited with this unit standard are able to: demonstrate knowledge of the requirements for a document management system in pest operations; and complete documentation relevant to pest control operations, identify non-conforming documentation, and communicate with relevant personnel.

Classification	Pest Management > Pest Control

Available grade	Achieved

Guidance Information

1   Legislation relevant to this unit standard includes but is not limited to:
- Animal Welfare Act 1999;
- Health and Safety at Work Act 2015;
- Privacy Act 2020;
  and any subsequent amendments.

2   Definitions
Document management system (DMS) – refers to a system that is used to track, manage and store documents. A DMS is required under ISO9001:2008 and ISO22000:2005 and their subsequent amendments.
Workplace procedures – instructions to staff on policies and procedures which are documented in memo, electronic or manual format and are available in the workplace.

3   For the purposes of assessment:
- evidence for the practical components of this unit standard must be supplied from the workplace.
- evidence must be presented in accordance with workplace procedures.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of the requirements for a document management system in pest operations.

Performance criteria

1.1   Describe the consequences of non-conforming documentation in terms of potential effects on quality, product safety, performance monitoring and traceability.

1.2   Describe pest operations documentation in terms of their purpose and uses.

        Range   types of documents may include but are not limited to – manuals, specifications, work instructions or procedures, forms, records, reports, National Animal Identification and Tracing (NAIT), vector net track data, track logs;
evidence of two documents is required.

1.3   Describe the requirements for document control in terms of authorised issue, availability and updating.

        Range   requirements may include but are not limited to – document authorisation, document identification, revision status, control of issue and location, assurance against unintended use of invalid and/or obsolete documents, storage and retention of quality records;
evidence of two examples is required.

Outcome 2

Complete documentation relevant to pest control operations, identify non-conforming documentation, and communicate with relevant personnel.

Range   documentation types may include but are not limited to – accident/incident report, hazard report, safety document acknowledgement, daily or toolbox meetings, vehicle inspections, equipment checks; National Animal Identification and Tracing (NAIT), vector net track data, track logs;
evidence of two is required.

Performance criteria

2.1   Complete pest control workplace documentation.

2.2   Identify any non-conforming documentation.

2.3   Communicate and report information in documentation to relevant personnel.

Planned review date	31 December 2025

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	25 March 2021	N/A

Consent and Moderation Requirements (CMR) reference	0052

This CMR can be accessed at http://www.nzqa.govt.nz/framework/search/index.do.

Comments on this unit standard

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