

Title	Carry out inventory checks in a dairy processing operation		
Level	4	Credits	5

Purpose	People credited with this unit standard are able to: describe inventory management and checks; prepare to carry out inventory checks; and carry out inventory checks, in a dairy processing operation.
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Classification	Dairy Processing > Milk Processing
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Available grade	Achieved
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Guidance Information

- 1 Legislation and regulations relevant to this unit standard include but are not limited to:
 - Health and Safety at Work Act 2015;
- 2 All evidence presented in this unit standard must be in accordance with:
 - organisational requirements.
- 3 Definition
Organisational requirements – instructions to staff on policies and procedures which are documented in memo, electronic or manual format and are available in the workplace. These requirements include but are not limited to – site specific requirements, and company quality management requirements.

Outcomes and performance criteria

Outcome 1

Describe inventory management and checks in a dairy processing operation.

Performance criteria

- 1.1 Describe the key principles of inventory management in relation to dairy processing.
- 1.2 Describe documentation requirements and/or supplementary equipment required to carry out inventory checks.

Range documentation and equipment may include but are not limited to – calculator, measuring equipment, computer system; evidence of two examples is required.

- 1.3 Describe types of inventory checks in terms of different frequency requirements.
Range evidence of two frequency requirements is required.
- 1.4 Describe procedural requirements to replace inventory items.
Range evidence of one local, and national or international inventory item is required.

Outcome 2

Prepare to carry out inventory checks in a dairy processing operation.

Performance criteria

- 2.1 Identify production requirements to determine inventory quantities from workplace information.
- 2.2 Develop a plan to carry out an inventory check to identify any discrepancies in inventory quantities.
- 2.3 Confirm that materials necessary for an inventory check are available.
- 2.4 Check documentation and/or supplementary equipment used for an inventory check in terms of status, condition and readiness for use.
Range documentation and equipment may include but are not limited to – calculator, measuring equipment, computer system; evidence of two examples is required.

Outcome 3

Carry out inventory checks in a dairy processing operation.

Performance criteria

- 3.1 Carry out an inventory check.
Range evidence of three inventory checks is required.
- 3.2 Review inventory check to determine if current quantities align with recorded quantities of inventory.
- 3.3 Identify, rectify and/or report any variances in quantities of inventory.
- 3.4 Record changes to inventory quantities resulting from actions following the inventory checks.

Planned review date	31 December 2025
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	27 May 2021	N/A

Consent and Moderation Requirements (CMR) reference	0022
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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 the Primary Industry Training Organisation standards@primaryito.ac.nz if you wish to suggest changes to the content of this unit standard.