

Title	Conduct a quality audit for compliance with quality standards		
Level	6	Credits	14

Purpose	People credited with this unit standard are able to conduct a quality audit for compliance with quality standards.
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Classification	Business Operations and Development > Quality Management
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Available grade	Achieved
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Guidance Information

- 1 Quality auditing refers to the objective comparison of:
 - the activities of the auditee against the auditee's quality management systems and
 - the auditee's quality management systems against the applicable relevant regulatory and/or other external standards, and internal requirements.
- 2 Although not prerequisites, Unit 8086, *Demonstrate knowledge required for quality auditing*, and Unit 8085, *Demonstrate knowledge of quality and its management* contain useful underpinning knowledge for this unit standard.
- 3 Definition
Organisation refers to a business entity which may be – in private, public, or community and volunteer sectors, including in Māori contexts; a business unit, or a special-purpose body.
- 4 Definitions of Quality Management and other specialist Quality Management terms are in *AS/NZS ISO 9001:2016 Quality management systems – Requirements* and associated companion documents available from Standards New Zealand at www.standards.co.nz.
- 5 Assessment must
 - be in accordance with the *AS/NZS ISO 9001:2016 Quality management systems – Requirements* and with the *AS/NZS ISO 19011:2018 Guidelines for auditing management systems*, and
 - reflect relevant and current legislation, standards, regulations, acknowledged industry and/or business practices, policies and procedures, and specific legislation relevant to an organisation, including Health and Safety at Work Act 2015, Privacy Act 1993, Standards Act 1988.
- 6 This unit standard focuses on the process, not the final outcome of the audit. Candidates must complete at least one full audit (either internal or external) that includes all processes for this unit standard, in an actual workplace. Candidates will work from an audit plan developed against an agreed audit scope. The audit may be

completed individually or as part of a team, but each candidate must individually provide evidence of their own performance for assessment against this standard.

Outcomes and performance criteria

Outcome 1

Conduct a quality audit for compliance with quality standards.

Performance criteria

- 1.1 Preparation for quality audit is confirmed with auditee.
- Range preparation includes – the audit plan in accordance with agreed scope, possible impacts from previous audit outcomes, working documents.
- 1.2 Technical aspects of the audit are carried out to enable an effective audit.
- Range opening meeting, recognition of variances and variations, recording of observations, determination of compliance and opportunities for improvement, management of contingencies, safeguarding the audit's integrity, closing meeting.
- 1.3 Interpersonal aspects of the audit are carried out to enable an effective audit.
- Range collaboration, communication, negotiation with other auditors, auditee(s), other stakeholders.
- 1.4 Audit requirements are completed, including reporting, negotiating, facilitating and verifying corrective actions.

Planned review date	31 December 2024
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	31 August 1996	31 December 2016
Revision	2	7 September 1999	31 December 2016
Revision	3	12 January 2001	31 December 2016
Review	4	22 September 2004	31 December 2016
Rollover and Revision	5	18 July 2008	31 December 2016
Rollover and Revision	6	17 November 2011	31 December 2016
Rollover and Revision	7	18 April 2013	31 December 2018
Rollover	8	16 April 2015	31 December 2022
Review	9	26 March 2020	N/A

Consent and Moderation Requirements (CMR) reference

0113

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

Comments on this unit standard

Please contact NZQA National Qualifications Services nqs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.