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| Title | Demonstrate knowledge required for quality auditing | | |
| Level | 4 | Credits | 4 |

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| Purpose | People credited with this unit standard are able to demonstrate knowledge required for quality auditing. |
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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 Although not a prerequisite, Unit 8085, *Demonstrate knowledge of quality and its management in business contexts* contains useful underpinning knowledge for this unit standard.
- 2 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.
- 3 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.
- 4 Assessment must 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 2020, Standards Accreditation Act 2015.
- 5 References
 AS/NZS ISO 9001:2016 *Quality management systems – Requirements*
 AS/NZS ISO 9004:2018 *Quality management – Quality of an organization – Guidance to achieve sustained success*
 AS/NZS ISO 19011:2018 *Guidelines for auditing management systems*.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge required for quality auditing.

Performance criteria

- 1.1 Quality auditing is explained in terms of its purpose and benefits to meet relevant internal and external stakeholder quality requirements and standards.
- Range compliance with statutory requirements, identification of risks, identification of areas for improvement, establishment and improvement of safe work practices and environment.
- 1.2 The seven steps of the quality auditing process are described and explained in terms of their purpose.
- Range objective/s, scope, criteria and risk analysis; document review; planning; opening meeting; conduct audit; closing meeting; reporting, follow up on corrective actions, and close out.
- 1.3 Quality auditing is explained in terms of its techniques, roles, and different audit types, and their use to meet relevant internal and external stakeholder requirements and related standards.
- Range requirements may include but are not limited to – confirmation of planned outcomes, product, service, process performance.
- 1.4 Contingencies that can affect the validity of audits are identified for a given auditing situation.
- 1.5 Auditor behaviour is described in terms of achieving the audit and of requirements of the relevant code of ethics and auditor registration body.

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| Planned review date | 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 | 31 August 1996 | 31 December 2016 |
| Revision | 2 | 7 September 1999 | 31 December 2016 |
| Review | 3 | 22 September 2004 | 31 December 2016 |
| Rollover and Revision | 4 | 18 July 2008 | 31 December 2016 |
| Rollover and Revision | 5 | 17 November 2011 | 31 December 2016 |
| Rollover and Revision | 6 | 18 April 2013 | 31 December 2018 |
| Rollover | 7 | 16 April 2015 | 31 December 2022 |
| Review | 8 | 26 March 2020 | N/A |
| Rollover and Revision | 9 | 29 August 2024 | 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 Ringa Hora Services Workforce Development Council qualifications@ringahora.nz if you wish to suggest changes to the content of this unit standard.