

<b>Title</b>	<b>Demonstrate knowledge required for quality auditing</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>4</b>

<b>Purpose</b>	People credited with this unit standard are able to demonstrate knowledge required for quality auditing.
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<b>Classification</b>	Business Operations and Development > Quality Management
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 Although not a prerequisite, Unit 8085, *Demonstrate knowledge of quality and its management in a business context* 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](http://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 1993, Standards Act 1988.
- 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*.

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### 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.

<b>Planned review date</b>	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
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

<b>Consent and Moderation Requirements (CMR) reference</b>	0113
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

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**Comments on this unit standard**

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