Modification history

|  |  |
| --- | --- |
| Release | Comments |
| Release 1 | This version released with AMP Australian Meat Processing Training Package Version 8.0. |

| AMPQUA4X18 | Conduct a document review |
| --- | --- |
| Application | This unit describes the skills and knowledge required to undertake a document review of a workplace's Approved Arrangement or quality system for compliance with regulatory and commercial requirements.  This unit applies to individuals who document reviews of an Approved Arrangement or Quality System – such reviews are typically carried out by a quality assurance officer or team, or a regulatory authority. This unit would also apply to first line managers, including supervisors and team leaders.  Candidates must demonstrate industry recognised technical expertise in the area being audited.  All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety, food safety regulations, legislation and standards that apply to the workplace.  No licensing, legislative or certification requirements apply to this unit at the time of publication. |
| Prerequisite Unit | Nil |
| Unit Sector | Quality Assurance (QUA) |

| Elements | Performance Criteria |
| --- | --- |
| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Plan the document review | 1.1 Determine the objectives, scope and criteria for the document review  1.2 Identify relevant and current regulatory and commercial requirements  1.3 Define audit client and reporting processes  1.4 Select an audit team with appropriate technical expertise against the scope |
| 2. Develop document review checklist | 2.1 Develop a checklist against the document review criteria  2.2 Validate the checklist and ensure it covers all applicable regulations and/or commercial requirements as defined by the scope |
| 3. Conduct document review | 3.1 Identify and retrieve required workplace documents for review from workplace system  3.2 Establish the authenticity of the documents being reviewed  3.3 Review documents against the prepared checklist and determine compliance with each element on the checklist  3.4 Identify and raise non-conformances against nominated criteria |
| 4. Report on outcomes of document review | 4.1 Collate and report on findings according to workplace requirements  4.2 Consult with relevant personnel and raise corrective actions where required according to workplace requirements  4.3 Close out audit |
| 5. Confirm and close out corrective actions | 5.1 Evaluate the effectiveness of the corrective action after an agreed time interval  5.2 Close out corrective actions according to workplace requirements  5.3 Report on the document review and corrective actions taken |

| Foundation Skills  This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria. | |
| --- | --- |
| Skill | Description |
| Learning | * Gather and interpret evidence and make a judgment on the level of compliance * Reference the specific requirement that has not been met when a non-conformity is issued * Use information systems, technologies and software to manage security, authorisation and distribution of review data and records |
| Reading | * Interpret regulatory or commercial requirements for quality system * Interpret detail in documents to determine conformance or non-conformance |
| Writing | * Prepare factual and objectively written reports |
| Oral communication | * Interact effectively with team members |

|  |  |  |  |
| --- | --- | --- | --- |
| Unit Mapping Information | | | |
| Code and title current version | Code and title previous version | Comments | Equivalence status |
| AMPQUA4X18 Conduct a document review | AMPX425 Conduct a document review | Unit code updated.  Performance criteria clarified.  Foundation skills added.  Performance Evidence, Knowledge evidence and Assessment Conditions revised. | Equivalent |

|  |  |
| --- | --- |
| Links | Companion Volumes, including Implementation Guides, are available at VETNet:  [https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7](https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7%20) |

| TITLE | Assessment requirements for AMPQUA4X18 Conduct a document review |
| --- | --- |
| Performance Evidence | |
| An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.  There must be evidence that the individual has conducted a document review of at least one section of the Approved Arrangement or quality system within area of technical expertise, including:   * planned and organised activities to conduct the review effectively * interpreted evidence and making a judgment on the level of compliance * prepared factual audit reports * interacted effectively with team members. | |

| Knowledge Evidence |
| --- |
| An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:   * the specified regulatory and commercial requirements of the Approved Arrangement or quality system and their impact on the nominated workplace * audit management strategies to develop an audit plan and audit processes * legislation, regulations, orders, codes and standards applicable to the areas being audited * the structure, authority levels and lines of reporting within the organisation. |

| Assessment Conditions |
| --- |
| Assessment of the skills in this unit of competency must take place under the following conditions:   * physical conditions: * skills must be demonstrated in a meat processing workplace or an environment that accurately represents workplace conditions * resources, equipment and materials: * workplace reporting and monitoring systems * specifications: * policies and procedures that support the Approved Arrangement or quality system * relationships: * interactions with work team.   Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards. |

|  |  |
| --- | --- |
| Links | Companion Volumes, including Implementation Guides, are available at VETNet:  <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7> |