

Modification history

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 8.0.
AMPQUA4X21	Prepare for and respond to an external audit of the establishment's quality system
Application	<p>This unit describes the skills and knowledge required to prepare for and respond to an audit of a quality system conducted by an external party.</p> <p>This unit is applicable to managers and quality assurance (QA) personnel who facilitate external audits by regulators, accrediting agencies, customers or overseas reviewers in a food.</p> <p>All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety, food and meat safety regulations, legislation and standards that apply to the workplace.</p> <p>No licensing, legislative or certification requirements apply to this unit at the time of publication.</p>
Prerequisite Unit	Nil
Unit Sector	Quality Assurance (QUA)

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Identify audit dates	1.1 Document and schedule known or expected dates of external audits in accordance with workplace practices 1.2 Confirm dates and notify all relevant company personnel
2. Identify audit scope and prepare team	2.1 Identify audit scope 2.2 Identify size of audit team and roles of team members 2.3 Assemble audit team and make necessary notifications throughout the workplace 2.4 Brief audit team on scope of audit 2.5 Convey audit scope to people affected by external audit processes
3. Review internal audit reports to check areas expected to be covered in the external audit	3.1 Conduct internal audits, where necessary, and develop reports in accordance with workplace policy and procedures 3.2 Review previous internal audit reports and production reports to identify past problem areas and corrective actions 3.3 Monitor and review previous problem areas 3.4 Review previous customer complaints that reflect on food production and safety
4. Make arrangements for the external audit process	4.1 Make arrangements for the external audit and confirm them with the auditors 4.2 Make arrangements for greeting the external auditors and the provision of a workplace guide in accordance with workplace requirements 4.3 Notify relevant internal departments of the arrangements 4.4 Determine roles and responsibilities of enterprise personnel in the audit process
5. Accompany the external auditors	5.1 Facilitate entry and exit interviews 5.2 Escort external auditors for the duration of the audit in accordance with established arrangements and workplace procedures

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
6. Report on the external audit	6.1 Report external audit finding in accordance with workplace requirements 6.2 Communicate external audit findings to relevant individuals 6.3 Follow up on external audit findings and take corrective action, where appropriate

Foundation Skills	
<i>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.</i>	
Skill	Description
Learning	<ul style="list-style-type: none"> Gather and interpret evidence and make a judgment on the level of compliance Use information systems, technologies and software to manage security, authorisation and distribution of review data and records
Reading	<ul style="list-style-type: none"> Interpret regulatory or commercial requirements for quality system Interpret detail in documents to determine conformance or non-conformance
Writing	<ul style="list-style-type: none"> Prepare factual and objective reports
Oral communication	<ul style="list-style-type: none"> Interact clearly and effectively with team members and external auditors

Unit Mapping Information			
Code and title current version	Code and title previous version	Comments	Equivalence status
AMPQUA4X21 Prepare for and respond to an external audit of the establishment's quality system	AMPX406 Manage or oversee an external audit of the establishment's quality system	Unit code and title 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

TITLE	Assessment requirements for AMPQUA4X21 Prepare for and respond to an external audit of the establishment's quality system
Performance Evidence	
<p>An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.</p> <p>There must be evidence that the individual has prepared for, and respond to, at least one external audit of an establishment's quality system, including:</p> <ul style="list-style-type: none"> • scheduled and managed the planning for external audits • prepared internal reports for auditors covering expected areas of focus • facilitated access and accompanied external auditors during audit • reported the results of the external audit, including any corrective actions that need to be taken, to management. 	
Knowledge Evidence	
<p>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:</p> <ul style="list-style-type: none"> • regulatory and other requirements for external audits • the specified regulatory and commercial requirements of the 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	
<p>Assessment of the skills in this unit of competency must take place under the following conditions:</p> <ul style="list-style-type: none"> • physical conditions: <ul style="list-style-type: none"> • skills must be demonstrated in a food or meat processing workplace or an environment that accurately represents workplace conditions • resources, equipment and materials: <ul style="list-style-type: none"> • workplace reporting and monitoring systems • specifications: <ul style="list-style-type: none"> • policies and procedures that support the quality system • relationships: <ul style="list-style-type: none"> • interactions with work team. <p>Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.</p>	
Links	Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7