Modification history

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

| AMPQUA3X15 | Maintain production records |
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| Application | This unit describes the skills and knowledge required to maintain records, required for workplace and regulatory bodies. It covers major record-keeping and report generating activities, typically for traceability purposes.  This unit applies to individuals who are responsible for keeping detailed records relating to production such as kill sheets, chiller records, boning room records and loadout records. These record-keeping duties are typically carried out by the livestock clerk, boning room or chiller clerk, or the person responsible for maintaining smallgoods production records. The record-keeping duties should form a significant part of the individual's responsibilities.  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.  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 |
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| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Prepare for work | 1.1 Identify workplace and regulatory requirements for record-keeping  1.1 Identify scope and purpose of record keeping task  1.2 Identify health, safety and food safety hazards associated with the location of task and control associated risks  1.3 Identify data formats, software and hardware for record keeping |
| 2. Prepare production records | 2.2 Prepare production recording equipment or materials in accordance with work instructions  2.2 Enter correct data to form  2.3 Enter records on an electronic or manual system in accordance with work instructions  2.4 Correct shortcomings of recorded data, following workplace procedures |
| 3. Generate reports | 3.1 Prepare data summaries and reports in accordance with workplace requirements  3.2 Generate major reports detailing inventory, production or staffing data |

| 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. | |
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| Skill | Description |
| Reading | * Interpret regulatory requirements * Interpret information included on data collection sources |
| Writing | * Keep paper-based and/or digital records associated with meat processing |
| Oral communication | * Follow up and resolve issues with data |
| Numeracy | * Read and interpret scales and gauges * Generate data reports that include charts and graphs |

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| Unit Mapping Information | | | |
| Code and title current version | Code and title previous version | Comments | Equivalence status |
| AMPQUA3X15 Maintain production records | AMPX204 Maintain production records | Unit code updated to reflect work requirements Performance Criteria clarified  Foundation Skills added  Performance Evidence, Knowledge Evidence and Assessment Conditions revised | Equivalent |

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| 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 AMPQUA3X15 Maintain production records |
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| 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 maintained production records that include complexity in categories, for at least one processing area, including:   * accurately collected and recorded data for a processing area that covers at least one week of production * generated reports and summaries to meet workplace and regulatory requirements * followed safe work procedures. | |

| Knowledge Evidence |
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| 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:   * regulatory requirements for production reports in meat processing * relevant security arrangements such as Department of Agriculture or workplace requirements * workplace requirements and systems for tracking data and generating reports * types, function and uses of the reports generated * types of data recorded and maintained in a meat processing environment, including for example; property and animal identification, vendor declarations, barcodes, temperature checks, weights, time and dates, processing data, sampling and test results * possible shortcomings of recording data and how to make corrections * purposes of keeping production records, including traceability and biosecurity * workplace health and safety procedures for work. |

| Assessment Conditions |
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| 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: * meat processing data * data recording and monitoring systems * specifications: * workplace procedures, including advice on safe work practices, meat safety and quality requirements.   Assessment for this unit must include at least three forms of evidence.  Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards. |

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