



Australian Government

AMPLDR401 Develop and implement work instructions and SOPs

Release: 1

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Modification History

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

Application

This unit describes the skills and knowledge required to develop and implement work instructions and standard operating procedures (SOPs). It addresses the planning and consultation process for development, validation and implementation of SOPs.

This unit applies to quality assurance officers, regulators or supervisors in the meat or food processing industry, who develop work instructions and SOPs to support food safety, workplace health and safety or customer requirements.

All work must be carried out to comply with workplace procedures, according to 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.

Pre-requisite Unit

Nil

Unit Sector

Leadership (LDR)

Elements and Performance Criteria

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 and scope the requirements of the work instructions and SOPs	1.1 Develop or select format according to workplace requirements 1.2 Identify individual tasks and responsibilities to be covered

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.3 Determine the sequence of tasks to ensure efficiency is achieved 1.4 Plan the sequencing of information to ensure consistency with current or desired performance 1.5 Identify regulatory and customer requirements
2. Write work instruction or SOP	2.1 Ensure work instruction or SOP identifies key roles and responsibilities 2.2 Prepare document using formatting and language consistent with workplace procedures 2.3 Include corrective actions and/or critical control points in the documentation 2.4 Include relevant safe work practices and hygiene requirements 2.5 Include visuals to demonstrate practical tasks or specific detail 2.6 Implement document version control procedures
3. Validate work instruction or SOP	3.1 Test written document for consistency with overarching plans or requirements and check that it supports workplace performance 3.2 Trial written document with personnel to confirm work tasks are accurately specified, clear and use appropriate language 3.3 Ensure written document addresses workplace health and safety, hygiene and regulatory requirements 3.4 Amend written document, as necessary, based on feedback from validation activities 3.5 Check images and diagrams for accuracy and conformance to workplace and regulatory requirements
4. Implement work instruction or SOP	4.1 Obtain and record required approvals 4.2 Develop plan for implementation, and communicate the details to appropriate personnel 4.3 Identify and address training requirements 4.4 Implement work instruction or SOP as part of routine work 4.5 Evaluate the effectiveness of implementation 4.6 Ensure implementation records are stored appropriately

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
Writing	- Plan, draft, review and proofread documents - Use Plain English and industry specific terminology - Use workplace software programs and systems to generate documents
Oral communication	- Engage staff members in providing feedback on written documents - Engage with workers from culturally diverse backgrounds
Numeracy	- Plan and sequence task time allocations - Implement version control on document

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPLDR401 Develop and implement work instructions and SOPs	AMPX422 Develop and implement work instructions and SOPs	Unit code updated Performance Criteria clarified Foundation Skills added Performance Evidence, Knowledge Evidence and Assessment Conditions reworded for clarity	Equivalent

Links

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