



Australian Government

AMPX204 Maintain production records

Release: 1

AMPX204 Maintain production records

Modification History

Release	TP Version	Comment
1	AMPv2.0	Initial release

Application

This unit describes the skills and knowledge required to maintain records required for workplace and regulatory agencies by the stock person, boning room or chiller clerk, or the person responsible for maintaining smallgoods production records. It covers major record-keeping and report generating activities.

This unit is applicable to workers 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 should form a significant part of the individual's responsibilities.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare production records	1.1 Identify workplace and regulatory requirements for record-keeping 1.2 Prepare production recording equipment or materials in accordance with work instructions 1.3 Update records on an electronic or manual system in accordance with work instructions 1.4 Correct shortcomings of the recording system if applicable
2. Generate reports	2.1 Prepare data summaries and reports in accordance with workplace requirements 2.2 Generate major reports detailing inventory, production or staffing

Element	Performance criteria
	data

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to MTMPS204C Maintain production records.

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7>