



**Australian Government**

**Assessment Requirements for AMPX422  
Develop and implement work instructions  
and SOPs**

**Release: 1**

# Assessment Requirements for AMPX422 Develop and implement work instructions and SOPs

## Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

## Performance Evidence

The candidate must develop or revise, and implement at least one work instruction or SOP.

The candidate must:

- perform tasks necessary to develop and validate work instructions or SOP
- implement the work instructions or SOPs
- assess implementation against the product specifications, workplace health and safety requirements, and ability to meet learning needs of relevant staff.
- collect, record and analyse data
- communicate with work teams and management
- communicate complex technical information to culturally diverse staff
- interpret product specifications, standards and production information
- use enterprise procedures to control document versions
- use computers to develop, control and store documentation
- develop plans
- prioritise tasks
- solve problems
- apply literacy skills to:
  - compile reports
  - use Plain English
  - interpret complex technical specifications or data
  - prepare detailed specifications, procedures and work instructions
  - read and interpret information
  - record and analyse data
  - report progress and technical information
- use numeracy skills to:
  - calculate time and other production data
  - estimate volume, mass and weight
  - gather and record data

- prepare technical reports

## Knowledge Evidence

The candidate must demonstrate a broad factual, technical and theoretical knowledge of:

- enterprise Standard Operating Procedures (SOPs)
- product specifications, quality objectives and production parameters
- sources of information relating to equipment and personnel capability
- special language requirements of the workplace
- the nature and sequence of the tasks being documented, time required to perform the task and the relevant product specifications
- the processes for validating documents
- workplace health and safety requirements
- document version control
- workplace chain of communication
- implementation processes
- record keeping requirements.
- communication techniques appropriate for culturally diverse workforce
- Hazard Analysis Critical Control Point (HACCP) and food safety plan
- legal and regulatory requirements impacting the Australian meat processing industry
- methods available to regulate production flows and temperature control
- product and process specifications
- organisational communication systems
- production systems, including corrective actions and control points
- validation techniques

## Assessment Conditions

Assessment must be conducted in the workplace.

A minimum of three different assessment tasks must be used.

As a minimum, assessment must consist of:

- project writing, rewriting, or modifying existing work instructions or SOPs (work or scenario based), completing a validation process and developing an implementation plan
- workplace referee's report.

Assessors must satisfy current standards for RTOs.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7>