



**Australian Government**

# **AMPX422 Develop and implement work instructions and SOPs**

**Release: 1**

# AMPX422 Develop and implement work instructions and SOPs

## Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

## 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.

Work instructions and SOPs will be presented in written form and may utilise photographs or illustrations to emphasise a particular characteristic or feature required in the performance of the task. Format is sequential and uses a Plain English approach.

Work Instructions and SOPs will usually be developed by Quality Assurance Officers, regulators or supervisors in the meat processing industry, and will frequently address regulatory or customer requirements.

This unit applies to individuals who take responsibility for their own work and for the quality of others' work within known parameters.

This unit must be delivered and assessed in the context of Australian meat processing standards and regulations.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

## 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. Identify and scope the requirements of the	1.1 Develop or select format in accordance with enterprise requirements

<b>Element</b>	<b>Performance criteria</b>
work instructions and SOPs	1.2 Accurately identify individual tasks and responsibilities to be covered 1.3 Determine the sequence of tasks to ensure efficiency is achieved 1.4 Ensure the sequencing of information is consistent 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 enterprise 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 photographs or illustrations where appropriate 2.6 Implement document version control procedures
3. Validate work instruction or SOP	3.1 Test written document for consistency with identified requirements and check that it supports workplace performance 3.2 Trial written document with personnel to confirm clarity and use of appropriate language 3.3 Ensure written document addresses workplace health and safety, hygiene and regulatory requirements where appropriate 3.4 Amend written document, as necessary, based on feedback from validation activities 3.5 Examine 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 4.5 Evaluate effectiveness of implementation 4.6 Ensure implementation records are stored appropriately

## Foundation Skills

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

## Range of Conditions

## Unit Mapping Information

MTMPSR415A Develop and implement work instructions and SOPs	E
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## Links

Companion Volume implementation guides are found in VETNet -

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