



Australian Government

AHCSDT406 Undertake internal audits in a seed laboratory

Release: 1

AHCSDT406 Undertake internal audits in a seed laboratory

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to carry out an internal audit in a seed testing laboratory. It applies to senior seed analysts who analyse information and exercise judgement to complete a range of advanced skilled activities and demonstrate deep knowledge in a specific technical area. They have accountability for the work of others and they analyse, design and communicate solutions to a range of complex problems. All work is carried out to comply with workplace procedures.

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

Seed testing (SDT)

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 for internal audit	1.1 Review previous internal audits 1.2 Source and review relevant enterprise documents 1.3 Prepare audit plan to suit staff availability and laboratory operations 1.4 Prepare appropriate checklists and audit related documentation 1.5 Agree on specific methods and techniques
2. Conduct audit	2.1 Ensure seed testing techniques are conducted by analysts and observed and reported on by auditor

Element	Performance criteria
	2.2 Use questioning strategies to obtain further information on testing techniques and approaches from analysts 2.3 Report deviations to the standard operating procedures (SOPs) observed during observations of testing 2.4 Inspect seed storage, chemical store and sampling areas 2.5 Scrutinise work charts, schedules, reports and plans 2.6 Ensure the availability and currency of laboratory documents 2.7 Inspect archived documents to ensure they are complete and meet the statutory holding period
3. Report findings	3.1 Hold staff meeting to discuss outcomes of audit 3.2 Complete continuous improvement forms by auditor with suggested corrective actions 3.3 Prepare and provide an audit report to management for review 3.4 Present continuous improvement forms at future staff meetings until all corrective action is completed 3.5 File data collected during audit in laboratory information management system 3.6 Maintain confidentiality and security of enterprise information and laboratory 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 AHCSDT406A Undertake internal audits in a seed laboratory.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>

Assessment Requirements for AHCSDT406 Undertake internal audits in a seed laboratory

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Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- prepare an audit plan and strategy for a seed testing laboratory audit
- gather data and information by a variety of methods
- undertake an internal audit in a seed testing laboratory
- prepare an audit report for management review
- develop a continuous improvement report with suggested corrective actions

Knowledge Evidence

The candidate must demonstrate knowledge of:

- auditing methods and techniques
- enterprise standard operating procedures (SOPs)
- relevant legislation affecting business operation
- seed testing techniques, equipment and methodologies
- the role of the International Seed Testing Association (ISTA) and the ISTA Rules for Seed Testing

Assessment Conditions

Assessors must satisfy current standards for RTOs.

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