



Australian Government

AMPQUA315 Maintain production records

Release: 1

AMPQUA315 Maintain production records

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 maintain records required for workplace and regulatory bodies. It covers major record-keeping and report-generating activities, typically for traceability purposes.

This unit applies to individuals who are responsible for keeping detailed records relating to production, such as kill sheets, wild game animal receipt sheets, chiller records, boning room records and loadout records. These record-keeping duties are typically carried out by the livestock clerk, wild game animal clerk, boning room or chiller clerk, or the person responsible for maintaining smallgoods production records. The record-keeping duties should form a significant part of the individual's responsibilities.

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

Quality Assurance (QUA)

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. Prepare for work	1.1 Identify workplace and regulatory requirements for record-keeping

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.2 Identify scope and purpose of record-keeping task 1.3 Identify health, safety and food safety hazards associated with the location of task, and control associated risks 1.4 Identify data formats, software and hardware for record-keeping
2. Prepare production records	2.1 Prepare production recording equipment or materials according to work instructions 2.2 Collect data 2.3 Enter records on an electronic or manual system according to work instructions 2.4 Correct shortcomings of recorded data, following workplace procedures
3. Generate reports	3.1 Prepare data summaries and reports according to workplace requirements 3.2 Generate major reports detailing inventory, production or staffing data

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
Reading	- Interpret regulatory requirements - Interpret information included on data collection sources
Writing	Keep paper-based and/or digital records associated with meat processing
Oral communication	Follow up and resolve issues with data
Numeracy	- Read and interpret scales and gauges - Generate data reports that include charts and graphs

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPQUA315 Maintain production records	AMPX204 Maintain production records	Unit code updated to reflect work requirements Performance Criteria clarified Foundation Skills added Performance Evidence, Knowledge Evidence and Assessment Conditions revised	Not equivalent

Links

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

Assessment Requirements for AMPQUA315 Maintain production records

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Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has maintained production records that include complexity in categories, for at least one processing area, including:

- accurately collected and recorded data for a processing area that covers at least one week of production
- generated reports and summaries to meet workplace and regulatory requirements
- followed safe work procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- regulatory requirements for production reports in meat processing
- relevant security arrangements such as those from export controlling authority or workplace requirements
- workplace requirements and systems for tracking data and generating reports
- types, function and uses of the reports generated
- types of data recorded and maintained in a meat processing environment, including, for example, property and animal identification, harvester identification, vendor declarations, barcodes, temperature checks, weights, time and dates, processing data, sampling and test results
- possible shortcomings of recording data, and how to make corrections
- purposes of keeping production records, including traceability and biosecurity
- workplace health and safety procedures for work.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
 - skills must be demonstrated in a meat processing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - meat processing data
 - data recording and monitoring systems
- specifications:
 - workplace procedures, including advice on safe work practices, meat safety and quality requirements.

Assessment for this unit must include at least three forms of evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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