



Australian Government

Assessment Requirements for AMPQUA418 Conduct a document review

Release: 1

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Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 8.0.

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 conducted a document review of at least one section of the Approved Arrangement or quality system within area of technical expertise, including:

- planned and organised activities to conduct the review effectively
- interpreted evidence and made a judgment on the level of compliance
- prepared factual reports for audit
- interacted effectively with team members.

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:

- the specified regulatory and commercial requirements of the Approved Arrangement or quality system and their impact on the nominated workplace
- audit management strategies to develop an audit plan and audit processes
- legislation, regulations, orders, codes and standards applicable to the areas being audited
- the structure, authority levels and lines of reporting within the organisation.

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 workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:

- workplace reporting and monitoring systems
- specifications:
 - policies and procedures that support the Approved Arrangement or quality system
- relationships:
 - interactions with work team.

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

Companion Volumes, including Implementation Guides, are available at VETNet: -

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