



Australian Government

AMPX406 Manage or oversee an external audit of the establishment's quality system

Release: 1

AMPX406 Manage or oversee an external audit of the establishment's quality system

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to prepare for and respond to an audit of a quality system conducted by an external party.

This unit is applicable to managers and Quality Assurance (QA) personnel who facilitate external audits by regulators, accrediting agencies, customers or overseas reviewers.

All work should be carried out to comply with workplace and regulatory requirements.

This unit applies to individuals who take responsibility for their own work and for the quality of others' work within known parameters. They provide and communicate solutions to a range of predictable and sometimes unpredictable problems.

The unit must be delivered and assessed in the context of Australian meat industry 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 audit dates	1.1 Document and schedule known or expected dates of external audits in accordance with workplace practices 1.2 Confirm dates and notify all relevant company personnel

Element	Performance criteria
2. Identify audit scope	2.1 Describe and convey audit scope to people affected by external audit processes
3. Identify audit team size and length/duration of the external audit	3.1 Identify audit team size and duration and make necessary notifications throughout the workplace
4. Review internal audit reports to check areas expected to be covered in the external audit	4.1 Conduct internal audits, where necessary, and develop reports in accordance with workplace policy and procedures 4.2 Review previous internal audit reports and production reports to identify past problem areas 4.3 Monitor and review previous problem areas 4.4 Review previous customer complaints that reflect on food production and safety
5. Make arrangements for the external audit process	5.1 Make arrangements for the external audit and confirm them with the auditors 5.2 Make arrangements for greeting the external auditors and the provision of a workplace guide in accordance with workplace requirements 5.3 Notify relevant internal departments of the arrangements 5.4 Determine roles and responsibilities of enterprise personnel in the audit process
6. Accompany the external auditors	6.1 Facilitate entry and exit interviews 6.2 Escort external auditors for the duration of the audit in accordance with established arrangements and workplace procedures
7. Report on the external audit	7.1 Report external audit finding in accordance with workplace requirements 7.2 Communicate external audit findings to relevant individuals 7.3 Follow up on external audit findings and take corrective action, where appropriate

Foundation Skills

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

Range of Conditions

Unit Mapping Information

MTMPS417A Manage/oversee an external audit of the establishment's quality system	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>

Assessment Requirements for AMPX406 Manage or oversee an external audit of the establishment's quality system

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Performance Evidence

The candidate must manage or oversee at least one complete external audit of the establishment's quality system.

The candidate must:

- apply relevant communication and problem-solving skills
- work effectively as an individual and as part of a team
- demonstrate clear communication and interpersonal skills related to preparing for and participating in an external audit
- schedule, record the schedule and manage the planning for external audits
- ensure the quality systems covering the area to be audited are in place and effective as shown by internal audit reports
- identify and apply relevant workplace health and safety and regulatory requirements
- use available technology to prepare for and follow up external audits
- identify reports of internal and external audits and take corrective action
- maintain currency of knowledge through independent research and professional development

Knowledge Evidence

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

- regulatory and other requirements for external audits
- technical and regulatory aspects covered by each external audit

Assessment Conditions

Competency must be demonstrated while managing or overseeing one complete external audit of the company's quality system.

As a minimum, the following three forms of assessment must be used:

- quiz of underpinning knowledge
- workplace demonstration

- workplace referee or third-party report of performance over time.

All evidence must be collected in the context of current Australian meat industry standards and regulations.

Assessors must satisfy current standards for RTOs.

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