



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

Element	Performance criteria
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>

Assessment Requirements for AMPX422 Develop and implement work instructions and SOPs

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Performance Evidence

The candidate must develop or revise, and implement at least one work instruction or SOP.

The candidate must:

- perform tasks necessary to develop and validate work instructions or SOP
- implement the work instructions or SOPs
- assess implementation against the product specifications, workplace health and safety requirements, and ability to meet learning needs of relevant staff.
- collect, record and analyse data
- communicate with work teams and management
- communicate complex technical information to culturally diverse staff
- interpret product specifications, standards and production information
- use enterprise procedures to control document versions
- use computers to develop, control and store documentation
- develop plans
- prioritise tasks
- solve problems
- apply literacy skills to:
 - compile reports
 - use Plain English
 - interpret complex technical specifications or data
 - prepare detailed specifications, procedures and work instructions
 - read and interpret information
 - record and analyse data
 - report progress and technical information
- use numeracy skills to:
 - calculate time and other production data
 - estimate volume, mass and weight
 - gather and record data
 - prepare technical reports

Knowledge Evidence

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

- enterprise Standard Operating Procedures (SOPs)
- product specifications, quality objectives and production parameters
- sources of information relating to equipment and personnel capability
- special language requirements of the workplace
- the nature and sequence of the tasks being documented, time required to perform the task and the relevant product specifications
- the processes for validating documents
- workplace health and safety requirements
- document version control
- workplace chain of communication
- implementation processes
- record keeping requirements.
- communication techniques appropriate for culturally diverse workforce
- Hazard Analysis Critical Control Point (HACCP) and food safety plan
- legal and regulatory requirements impacting the Australian meat processing industry
- methods available to regulate production flows and temperature control
- product and process specifications
- organisational communication systems
- production systems, including corrective actions and control points
- validation techniques

Assessment Conditions

Assessment must be conducted in the workplace.

A minimum of three different assessment tasks must be used.

As a minimum, assessment must consist of:

- project writing, rewriting, or modifying existing work instructions or SOPs (work or scenario based), completing a validation process and developing an implementation plan
- workplace referee's report.

Assessors must satisfy current standards for RTOs.

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