

3071 Control and monitor safe supply of raw materials and ingredients in food manufacture

SQA Unit Code

F2JW 04

Level 3

SCQF Level 7

Credit value 6

Unit Summary

This unit is about ensuring that sources and supplies of food and drink products are safe. It involves controlling and monitoring the supply of raw materials and ingredients.

This unit is for you if you work in food and drink operations or animal feed operations and your job requires you to have responsibilities for procurement, supplies or stores. You may have supervisory responsibilities as a line manager or team leader.

In order to be assessed as competent you must demonstrate to your assessor that you can consistently perform to the requirements set out below. Your performance evidence must include at least one observation by your assessor.

You must be able to:	You need to show: Evidence must be work-based, simulation alone is only allowed where shown in <i>bold italics</i>
<p>1. Take responsibility for the acceptance of supplies</p> <p>This means you:</p> <p>Check that the supplies conform to your organisation's specifications</p> <p>Undertake all checks relating to packaging design and materials</p> <p>Accept only those supplies which meet the specified criteria</p> <p>Report and take relevant action if there are any deficiencies or discrepancies in the supplies</p>	<p>Evidence of taking responsibility for the acceptance of supplies as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>
<p>2. Keep accurate records</p> <p>This means you:</p> <p>Check that all relevant documentation is complete and accurate</p> <p>Record all information in line with supplier</p>	<p>Evidence of keeping accurate records as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>

auditing requirements	
<p>3. Contribute to improving the supply This means you:</p> <p>Make recommendations, where appropriate, which will improve the quality and/or efficiency of supply</p>	<p>Evidence of agreeing a timescale for action as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>

You need to know and understand:

Evidence of knowledge and understanding should be collected during observation of performance in the workplace. Where it cannot be collected by observing performance, other assessment methods should be used.

1. the policies, guidelines and legislation relating to sources and supply of raw materials, relevant to your workplace and products
2. your organisation's supplier assurance guidelines, policies, audit requirements, and how they are applied
3. the types and sources of relevant raw materials and ingredients
4. the agreed criteria for acceptance and non-acceptance of supplies required for products
5. the critical control points for transport, receipt and acceptance of supplies
6. the control and sampling methods appropriate to type and source of supply and how they are applied
7. the potential methods, sources and types of product contamination, how to identify them and relevant corrective action
8. the range of relevant checks to ensure food safety assurance of supplies
9. the record systems and requirements for audit of supply
10. the relevant requirements for certificates of conformity
11. the relevant requirements for traceability purposes
12. the corrective actions you can take if you receive a supply of non-conforming products or raw materials

Evidence of performance may employ examples of the following assessment:

- observation
- written and oral questioning;
- evidence from company systems (e.g. Food Safety Management System)
- reviewing the outcomes of work
- checking any records of documents completed
- checking accounts of work that the candidate or others have written