

2170 Report and record production operations in food manufacture

SQA Unit Code

F2N4 04

Level 2

SCQF Level 5

Credit value 7

Unit Summary

Reporting and recording are important tasks for people in many jobs. In the food & drink industry legislation demands that organisations keep accurate and detailed records. These records are particularly important to protect food safety and comply with internal and external quality checks and audits.

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. Record operational activities</p> <p>This means you:</p> <p>Identify information and data that needs to be reported</p> <p>Identify the correct method of recording information and data</p> <p>Record information and data you have collected</p> <p>Complete records clearly and accurately within defined timescales</p> <p>Follow company procedures to process and store records</p>	<p>Evidence of recording operational activities in accordance with workplace procedures</p>
<p>2. Report on operational activities</p> <p>This means you:</p> <p>Identify information and events that need to be reported</p> <p>Report information and events to the appropriate</p>	<p>Evidence of reporting on operational activities in accordance with workplace procedures</p>

person or people	
Make verbal reports of information and events	
Make written reports of information and events	
Check that your reporting of information and events is to the point and accurate	

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. Situations, events, problems and information that needs reporting
2. Why it is important to report clearly, concisely and accurately
3. Why it is important to establish facts before reporting
4. Why it is important to provide adequate detail when reporting
5. Why it is important to report promptly
6. Types of information and data that need to be recorded
7. People to whom reports should be made
8. Principles of verbal and written reporting
9. Reporting by electronic means
10. Methods of recording information and data
11. The importance of working with others to obtain and check information
12. Consequences of inaccurate reporting
13. Why it is important to record information and data methodically
14. Why it is important to record information and data accurately and the consequences of errors in doing so
15. The purpose of records in the maintenance of traceability
16. The importance of traceability in quality assurance
17. The concept of due diligence including legal defence

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