

## 451 Contribute to the development of Standard Operating Procedures (SOP) in a food environment

**SQA Unit Code**

**H13A 04**

**Level 2**

**SCQF Level 6**

**SCQF Credit value 5**

### Unit Summary

This unit is about the skills needed for you to contribute to both the development and maintenance of fit for purpose Standard Operating Procedures (SOP) in food and drink manufacture and/or supply operations. This is important to the manufacture, processing and supply of food and drink within the food supply chain, where food safety is a critical factor. Contribution is typically provided through working in a team, although this does not exclude individual contributions from outside of close working teams.

You will need to show that you can provide information, data and related specifications within the food operating standards required. You also need to show that you can make recommendations for the creation or updating of SOP which relate to your role. You will need to comply with your company policy for SOP development, take responsibility for your contribution, and refer any issues outside of the limit of your authority to others.

This unit is for you if you work in food and drink manufacture and/or supply operations and are involved in operational practice sufficiently to be able to make a valued contribution to SOP. This could be either as an autonomous and focused operational role or as part of another food manufacturing/processing or supply role which includes some operational responsibilities.

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:
<p>Identify opportunities for SOP development</p> <p>This means you:</p> <ul style="list-style-type: none"> <li>Identify opportunities and make positive suggestions about SOP development</li> <li>Gather initial information to inform potential development</li> <li>Assess information and check that your suggestions can be justified and are realistic</li> <li>Secure approval for contribution to SOP development</li> </ul>	<p>Evidence must be work-based, simulation alone is only allowed where shown in <b><i>bold italics</i></b></p> <p>Evidence of identifying opportunities for SOP development.</p>

<p>Make recommendations for SOP development</p> <p>This means you:</p> <p>Collate information and data on current or similar operations</p> <p>Source and identify the requirements of the food safety management system</p> <p>Identify documentation, utilities, tools, equipment and resources required for the operation</p> <p>Use relevant measures of plant effectiveness and improvement to inform development</p> <p>Make valid recommendations for SOP development</p> <p>Refer any issues outside the limit of your authority to a responsible person</p> <p>Check and confirm that your recommendations meet all workplace requirements</p>	<p>Evidence of making recommendations for SOP development</p>
<p>Obtain and provide feedback on SOP development</p> <p>This means you:</p> <p>Seek feedback on the value of your contribution to development</p> <p>Check the content of the new or updated SOP against the information provided in feedback</p> <p>Provide feedback on your contribution to development to the relevant person</p>	<p>Evidence of obtaining and providing feedback on SOP development</p>

<p>You need to know and understand:</p> <p>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.</p>
<ol style="list-style-type: none"> <li>1. The health, safety and food hygiene requirements of the area in which you are developing SOP</li> <li>2. The purpose and objectives of SOP</li> <li>3. How SOP can produce performance benefits and support and/or sustain food safety standards</li> <li>4. Where to find SOP relating to your role and within limits of your responsibility</li> <li>5. How your company SOP are structured and presented</li> <li>6. What the company policy or protocol is for SOP development</li> <li>7. What documentation is required to inform SOP</li> <li>8. The scope of information and data required to develop SOP</li> <li>9. The relationship between SOP, quality and continuous improvement</li> <li>10. How the eight wastes are important in food processes, how they can be reduced or eliminated and their value in informing SOP development</li> <li>11. How SOP developments are communicated in your workplace</li> </ol>

12. What the best methods are for formulating recommendations
13. How to present recommendations
14. How to give and receive feedback regarding your contribution to SOP development
15. The limits of your own authority, and reporting arrangements in the event of problems that you cannot resolve

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