

619 Manage compliance to support achieving excellence in a food environment

SQA Unit Code

H143 04

Level 3

SCQF Level 6

SCQF Credit value 5

Unit Summary

This unit is about the skills needed for you to manage organisational compliance to support achieving excellence 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 for example food safety is a critical factor. Managing compliance is a vital process when implementing an achieving excellence strategy, when change and improvement practice can impact on compliance arrangements.

You will need to show that you and your team or colleagues can comply with all relevant regulations that apply to your managed area and provide information, data and related specifications to support compliance in your role. You also need to show that you can make recommendations for improving compliance in response to change which may impact on your management responsibilities. You will need to comply with your company policy for compliance, take responsibility for your actions, 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 the management practice of compliance. This could be either as an autonomous and focused management role or as part of another food manufacturing/processing or supply role which includes some management 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>1. Manage compliance with regulations in the areas you are responsible for</p> <p>This means you:</p> <p>Identify the relevant regulations which apply to your work area</p> <p>Can access information about the regulations</p> <p>Wear the relevant personal and protective</p>	<p>Evidence must be work-based, simulation alone is only allowed where shown in <i>bold italics</i></p> <p>Evidence of managing and complying with regulations in areas you are responsible for</p>

<p>clothing and equipment and ensure others do so</p> <p>Follow all organisational procedures which apply to your work area and ensure others do so</p> <p>Apply and promote safe working practices Recognise and advise on control hazards</p> <p>Receive reports and act on potential risks and hazards</p> <p>Provide learning and guidance where individuals need support to meet compliance standards</p>	
<p>2. Make recommendations and implement changes for improving compliance</p> <p>This means you:</p> <p>Identify opportunities for improving compliance standards to meet organisational needs</p> <p>Identify opportunities to improve compliance to the requirements of the food safety management system</p> <p>Evaluate relevant information, data and resources to support potential improvements</p> <p>Make valid changes for improving operational compliance within your limit of responsibility</p> <p>Use relevant measures of plant effectiveness and improvement to inform recommendations</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 and implementing changes for improving compliance</p>
<p>3. Obtain and provide feedback on compliance</p> <p>This means you</p> <p>Seek feedback on the value of your contribution</p>	<p>Evidence of obtaining and providing feedback on compliance</p>

<p>to compliance</p> <p>Check current compliance levels and targets</p> <p>Provide feedback on your contribution to compliance to the relevant person</p>	
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<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"> 1. How to manage the responsibilities of yourself and others under health and safety at work regulation and associated regulation 2. What the specific health and safety regulations and organisational procedures require of you in your management role and working area 3. How to manage the responsibilities of yourself and others under food safety regulation and associated regulation 4. What the specific food safety regulations and organisational procedures require of you in your management role and working area 5. How to go about contributing to the improvement of food safety procedures 6. How to locate regulatory information and workplace procedures 7. How to manage process or product specific procedures in your work area that are customer focussed compliance requirements to meet internal or external standards 8. What is sufficient to constitute a workplace hazard, dangerous occurrence and hazardous malfunction 9. Your management responsibilities to deal with hazards and reduce risk in the workplace 10. What your management responsibilities area in the procedures are for identifying and controlling risk by monitoring, inspection, assessment and reporting 11. What responsibilities you have for first aid arrangements and procedures 12. What responsibilities you have for emergency fire and evacuation procedures 13. What responsibilities you have for safe lifting and handling procedures 14. What the best methods are for formulating recommendations and implementing change 15. How to present recommendations and implement change for compliance 16. How to give and receive feedback regarding your contribution to SOP development 17. The limits of your own authority, and reporting arrangements in the event of problems that you cannot resolve
<p>Evidence of performance may employ examples of the following assessment:</p> <ul style="list-style-type: none"> • 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

