

630 Implement a set up reduction programme for achieving excellence in a food environment

SQA Unit Code

H150 04

Level 3

SCQF Level 6

SCQF Credit value 4

Unit Summary

This unit is about the skills needed for you to set-up reduction in support of an improvement programme during your organisations drive to achieve excellence in food and drink manufacture and/or supply operations. You will need to agree objectives and implement the programme using the set-up reduction improvement process to achieve improvement. This is important to the productivity and success of manufacture, processing and supply of food and drink within the food supply chain.

You will need to show that you can agree objectives for a set-up reduction programme and present your plans to relevant people within the organisation, including senior management. You will need to implement the programme and co-ordinate activities to effectively maintain the set-up reduction programme. You will need to comply with your company policy for improvement, 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 implementing a set-up reduction programme. This could be either as an autonomous and focused role or as part of another food manufacturing/processing or supply role which includes some problem solving 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. Agree objectives for the improvement programme</p> <p>This means you:</p> <p>Select a process or machine on which to carry out the activity</p> <p>Agree the objectives for activity with the relevant people</p>	<p>Evidence must be work-based, simulation alone is only allowed where shown in <i>bold italics</i></p> <p>Evidence of agreeing objectives for the improvement programme</p>

<p>Present your plans for implementing improvement to the relevant people clearly and accurately</p> <p>Agree an improvement plan with the relevant people</p>	
<p>2. Implement a set-up reduction programme</p> <p>This means you:</p> <p>Initiate the set-up reduction programme in a planned and controlled manner</p> <p>Co-ordinate the activities which are necessary to implement the improvement programme</p> <p>Maintain effective communication with those affected by the improvement programme</p> <p>Analyse received data and determine problems and where improvements can be made</p> <p>Specify clearly any problems and the actions required to support effective solutions</p> <p>Co-ordinate trial activities to test proposed solutions to achieve objectives</p> <p>Provide sufficient information to enable agreed improvements to be incorporated as standard operating procedures</p> <p>Measure and document solution outcomes</p>	<p>Evidence a set-up reduction programme</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"> 1. The health, safety and hygiene requirements of the area in which you are carrying out the set-up reduction activities 2. Why set-up reduction techniques are used 3. The machine or process selected for a set-up reduction activity 4. The food/drink processing activity under review 5. The people and resources that are required for the set-up reduction activity

6. The importance of planning improvement activities
7. How to implement a set-up reduction activity
8. How improvements to the set-up can be achieved
9. The role of standard operating procedures (SOPs) and specifications
10. How improvements are communicated in the work area
11. How to identify problems and opportunities for solving them
12. The purpose of trial activities
13. The targets and objectives for the improved set-up
14. Internal and external activities relevant to set-up
15. How to solve problems and complete root cause analysis
16. The difference between 'motion' and 'work'
17. How to identify value adding and non-value adding activity
18. The extent of your own authority, and to whom you should report 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