

## 631 Implement mistake/error proofing (Poka Yoke) for achieving excellence in a food environment

**SQA Unit Code**

**H151 04**

**Level 3**

**SCQF Level 6**

**SCQF Credit value 4**

### Unit Summary

This unit is about the skills needed for you to implement mistake/error proofing (Poka Yoke) 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 mistake/error proofing 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 mistake/error proofing 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.

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: Select a process on which to carry out the activity</p> <p>Agree the objectives for activity with the relevant people</p> <p>Present your plans for implementing improvement</p>	<p>Evidence must be work-based, simulation alone is only allowed where shown in <b><i>bold italics</i></b></p> <p>Evidence of agreeing objectives for the improvement programme</p>

<p>to the relevant people clearly and accurately</p> <p>Agree an improvement plan with the relevant people</p> <p>From the skills standard right hand side</p>	
<p>2. Implement a mistake/error proofing programme</p> <p>This means you:</p> <p>Initiate the mistake/error proofing programme in a planned and controlled manner</p> <p>Co-ordinate effectively 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 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 an agreed improvement to be incorporated as standard operating procedures</p> <p>Measure and document solution outcomes</p>	<p>Evidence of implementing a mistake/error proofing 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"> <li>1. The health, safety and hygiene requirements of the area in which you are carrying out the mistake/error proofing activity</li> <li>2. Why mistake/error proofing activities are used</li> <li>3. The food/drink processing activity under review</li> </ol>

4. The people and resources that are required for the mistake/error proofing activity
5. The importance of planning mistake/error proofing activities
6. The difference between mistake/error proofing and prevention and detection
7. The product or process on which the mistake/error proofing activity is being applied
8. The impact of mistake/error proofing on defects
9. The relationship between errors and defects
10. The different types and range of mistakes
11. How to apply mistake/error proofing (Poka yoke) tools
12. How to use mistake/error proofing documentation
13. How to apply analysis and charting methodology for mistake/error proofing
14. How mistake/error proofing related to other continuous improvement processes
15. How to implement trials to measure the effectiveness of mistake/error proofing projects
16. The role of standard operating procedures (SOPs) and specifications
17. How to apply mistake proofing devices
18. The extent of your own authority within the activity, 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