

658 Principles of a characteristic selection matrix in a food environment

SQA Unit Code

H16G 04

Level 3

SCQF Level 6

SCQF Credit value 3

Unit Summary

This unit is about the understanding the principles of a characteristic selection matrix as part of your organisation's drive to achieve 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.

You will need to understand the principles behind the a characteristic selection matrix and the business benefits of using them during an achieving excellence programme. You will need to know how to comply with your company policy for improvement, understand how to take responsibility for your actions, and refer any issues outside of the limit of your authority to others.

This unit is for you if your role requires you to understand the principles of a characteristic selection matrix in food and drink manufacture or supply. You may be a line manager or supervisor and/or have responsibilities for all or part of the production/supply process and for promoting improvements

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 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. How the health, safety and hygiene requirements of a work area can influence a characteristic selection matrix
2. What a characteristic selection matrix is and why we need to produce them
3. Who is best placed to create a characteristic selection matrix
4. The five step process used to generate a characteristic selection matrix
5. The meaning of the term 'customer' when producing a characteristic selection matrix
6. The key process output and input variables
7. Where the characteristic selection matrix appears in the quality function deployment matrix
8. The inter-relationship between a characteristic selection matrix and a failure modes and effects analysis
9. The inter-relationship between Six Sigma process mapping and a characteristic selection matrix

10. Characteristic selection matrix scoring
11. How a process map links into a characteristic selection matrix
12. How the results from a characteristic selection matrix can be utilised
13. How to prioritise a Six Sigma project team's focus
14. Levels of authority linked to problem resolution

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