

2083 Supply materials for production in food and drink operations		
SQA Unit Code		H3CV 04
Level 2	SCQF Level 5	Credit value 6

Unit Summary
This standard is about ensuring that there are sufficient and timely supplies of materials to meet production requirements. It covers matching production needs with availability of supplies as well as maintaining that supply to ensure smooth running in production.

This standard is for you if you work in food and drink operations and your job requires you to arrange the supply of food and drink materials to the production area.

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: Evidence must be work-based, simulation alone is only allowed where shown in <i>bold italics</i>
<p>1. Supply materials for production in food and drink operations</p> <p>This means you:</p> <p>Maintain an organised and tidy work area</p> <p>Identify the service and supply needs of the production area and work stations</p> <p>Check the volume of supplies to meet demands</p> <p>Forecast stock required to meet the demands of production</p> <p>Deliver the required quantity of supplies to the production areas and/or work stations</p> <p>Maintain stock levels within production areas and/or work stations to the specified levels</p> <p>Maintain storage environments within production areas and/or work station to the required specifications</p>	<p>Evidence of supplying materials for production in food and drink operations as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>

<p>Follow stock rotation requirements for products and materials to the required specification Record change of supplier where relevant</p> <p>Ensure stock is on site and available for production</p> <p>Prepare contingency plans when low or no product available</p> <p>Report any discrepancies in the supplies to the relevant person follow safe and hygienic working practices</p> <p>Complete all records accurately and promptly</p> <p>Follow relevant legal and regulatory; health and safety, hygiene and environmental standards or instructions</p>	
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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. the importance of a well organised, clean and tidy work area
2. the service and supply needs of the production area and/or work station(s) and why these should be accurately and regularly identified
3. the specific levels of stock to be maintained at the production area and work station(s)
4. how to identify and select supplies to meet production specifications
5. why discrepancies in stock level and material quality should be reported
6. the specific areas for supplies to the production area and work station(s), and why these must be used
7. how to store supplies, taking into account different varieties of similar product the purpose of stock rotation
8. types and quantities of materials used in the production process how shortages of supplies of materials affect production runs why it is important to check and maintain product temperature
9. why the change of product supplier should be recorded and notified to the line the use of electronic recording and scanning systems
10. what planning tools and methods can be used to optimise supply and why are they used
11. why it is important to keep accurate records and what could happen if this is not done
12. relevant legal and regulatory; health and safety and hygiene and environmental standards and instructions
13. the consequences of not meeting relevant legal and regulatory requirements

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