

3102 Contribute to amending product specifications in food manufacture		
SQA Unit Code		H3GT 04
Level 3	SCQF Level 6	Credit value 4

<p>Unit Summary</p> <p>This standard is about the skills needed for you to contribute to amending product specifications in food manufacture. Changes to product specifications are needed for a variety of reasons including changes to customer requirements or a move to reduce costs. Recognising how a change in specification can affect productivity, costs, food safety and additional compliance requirements is an important skill in food production.</p> <p>You must be able to gather data and information relating to the specification and liaise with colleagues internal and external to the food business. You must also gain agreement for the final amended specification.</p> <p>This standard is for you if you work in food and drink manufacture and/or supply operations and are involved in contributing to amending product specifications in food manufacture.</p>

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. Identify criteria</p> <p>This means you:</p> <p>Source the criteria requiring amendment determine the area of the specification requiring amendment</p> <p>Liaise with relevant people to obtain qualitative or quantitative input into the technical specification.</p>	<p>Evidence must be work-based, simulation alone is only allowed where shown in <i>bold italics</i></p> <p>Evidence of identifying criteria in accordance with workplace procedures and taking effective action in response to two operating problems</p>
<p>2. Draft criteria and consult with colleagues</p> <p>This means you:</p> <p>Collate the input into the specification present the specification according to organisational and customer requirements</p>	<p>Evidence of drafting criteria and consulting with colleagues in accordance with workplace procedures and taking effective action in response to two operating problems</p>

<p>Evaluate the specification criteria checking they continue to be relevant to the customer, product and process requirements</p> <p>Amend the specification input in view of evaluation findings.</p>	
<p>3. Agree and submit final specification</p> <p>This means you:</p> <p>Communicate the specification criteria to relevant people</p> <p>Agree a final specification</p> <p>Submit the final specification to relevant internal or external people for approval</p>	<p>Evidence of agreeing and submitting final specification in accordance with workplace procedures and taking effective action in response to two operating problems</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.

You need to know and understand:

1. what the organisational limits are for your contribution to amendment of specifications
2. the regulatory and organisational requirements for the amendment of food product specifications
3. the organisational methods of communication including information technology and how to use them
4. what the organisational and customer requirements are for the content and layout of the specification
5. why it is important to liaise with colleagues across functions to gather information and data to input into the specification
6. the sources of information and data required to input into the specification
7. how to source information and data relating to the specification
8. the format of the specification in line with company requirements
9. why it is important to evaluate the need for continued use of individual specification criteria and how to do this
10. why it is important to agree a final specification and how to do this

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.

