

3166 Monitor and report on production performance in food manufacture		
SQA Unit Code		H3H7 04
Level 3	SCQF Level 6	Credit value 4

Unit Summary

This standard is about the skills needed for you to monitor and report on production performance in food and drink manufacture and the associated supply chain. Performance includes the progress of the line to meet production targets and additionally it includes the monitoring of the production line in relation to organisational or customer specification, quality and compliance requirements.

You must be able to check tools, equipment and resources are used efficiently and effectively in line with regulatory and organisational requirements. You must be able to ensure quality and compliance specifications are adhered to, records are maintained and reports relating to the progress and performance of the production line are communicated to relevant colleagues.

This standard is for you if you work in food and drink manufacture and/or supply operations and are involved in monitoring and reporting on production performance in food manufacture.

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. Monitor production progress</p> <p>This means you:</p> <p>Monitor the correct use of tools and equipment throughout the production process</p> <p>Ensure equipment used meets regulatory and organisational requirements</p> <p>Monitor the correct operation of safety devices and security locks</p> <p>Ensure quality, compliance checks and additional organisational monitoring requirements are carried out</p>	<p>Evidence must be work-based, simulation alone is only allowed where shown in <i>bold italics</i></p> <p>Evidence of monitoring production progress in accordance with workplace procedures and taking effective action in response to two operating problems</p>
<p>2. Report and maintain records on production</p>	<p>Evidence of reporting and maintaining</p>

<p>progress</p> <p>This means you:</p> <p>Report promptly on production issues affecting progress, quality, compliance or additional organisational requirement</p> <p>Source positive and negative feedback from customers and relay to colleagues</p> <p>Work within the limits of your authority to ensure feedback is acted upon</p> <p>Complete production and equipment records and documentation accurately and promptly to organisational requirements</p> <p>Ensure that relevant people have access to current and accurate production information</p> <p>Communicate performance and productivity to relevant colleagues on the production line file records in the appropriate place</p>	<p>records on production progress in accordance with workplace procedures and taking effective action in response to two operating problems</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 organisational and regulatory requirements are for the monitoring and reporting of production performance in food manufacture
2. the organisational methods of communication including information technology and how to use them
3. how to monitor the use of tools and equipment and why it is important to do so
4. why it is important to monitor progress of a production line and how to do this
5. what the organisational key performance indicators are
6. the organisational requirements for the monitoring of performance indicators and why it is important to adhere to them
7. what the organisational requirements are for the reporting of problems relating to production performance and why it is important to adhere to them
8. the limits of authority and why it is important to adhere to them
9. why it is important to report promptly to the production team issues relating to performance and how to do this
10. how to complete production and equipment records and documentation accurately and promptly to organisational requirements
11. why it is important to ensure that relevant people have access to current and accurate production information

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