

3123 Control stock levels in a food environment

SQA Unit Code

H3L6 04

Level 2

SCQF Level 6

Credit value 4

Unit Summary

This standard is about the skills needed for you to control stock levels in food and drink manufacture and/or supply operations. Controlling sufficiency and safety of stock levels is important to ensuring the safe use and rotation of stock.

You will need to be able to monitor the level of stock. You also need to show you can ensure the safe use and rotation of stock.

This standard is for you if you work in food and drink manufacture and/or supply operations and are involved in controlling stock levels.

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. Monitor the level of stock</p> <p>This means you:</p> <p>Monitor effectiveness of systems and facilities for safe and sufficient storage of stock in accordance with legal and standard operational requirements</p> <p>Report difficulties, discrepancies, actual or potential risks in respect of stock levels to relevant people promptly and accurately</p> <p>Monitor achievement of standards and targets for storage of stock</p> <p>Provide support to enable your team to contribute to achievement of required stock levels</p> <p>Report proactively the potential shortfalls of stock levels against planned requirements</p>	<p>Evidence of monitoring the level of stock in accordance with workplace procedures and taking effective action in response to two operating problems</p>

<p>Take action to increase or reduce stock levels to meet customer requirements</p>	
<p>2. Ensure the safe use and rotation of stock</p> <p>This means you:</p> <p>Ensure that stock is not retained beyond its specified shelf-life or sell-by date</p> <p>Ensure that stock is stored in accordance with legal and standard operational requirements</p> <p>Identify correctly and report promptly actual and potential risks to stock to relevant people</p> <p>Identify correctly and report promptly any potential defects in stock storage systems</p> <p>Inform your team of all factors influencing effective, safe and correct storage and use of stock</p>	<p>Evidence of ensuring safe use and rotation of stock and taking effective action in response to two operating problems</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>
<p>You need to know and understand:</p> <ol style="list-style-type: none"> 1. Key features of legal and operational requirements 2. Requirements for shelf life/sell by date of products and their importance 3. Implications of stock levels falling below or over planned demand 4. Methods for monitoring stock levels 5. Requirements for storage of stock 6. Influences on contamination or damage to stock 7. Importance of sell-by dates

<p>Evidence of performance may employ examples of the following assessment:</p> <ul style="list-style-type: none"> • 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
--