

3101 Contribute to developing product specifications in food manufacture		
SQA Unit Code		H3L7 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 developing product specifications in food and drink manufacturing and associated supply chain. Specifications are an integral part of the production of food and drink products; they are needed to ensure products are made consistently and adhere to quality and compliance requirements. Contributing to the conversion of a qualitative request into a technical specification is a key skill.</p> <p>You must be able to identify criteria necessary to comply with the requirements of the specification and determine where your input is needed. Evaluate your recommendations and agree a final specification with relevant people.</p> <p>This standard is for you if you work in food and drink manufacture and/or supply operations and are involved in developing 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 required for the development of a product specification</p> <p>liaise with relevant people to obtain qualitative input into the development of technical specification</p> <p>check with relevant people the area/s of the product specification requiring your input</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</p> <p>present the specification according to organisational and customer requirements</p>	<p>Evidence of drafting criteria and consult 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>

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. what the organisational limits are for your contribution to the development process
2. the regulatory and organisational requirements for the development 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
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