

Unit IMPPM107 (J5NB 04) Monitor and Report on Production Performance in Food and Drink Operations

I confirm that the evidence detailed in this unit is my own work.

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| **Candidate’s name** |  | **Candidate’s signature** |  | **Date** |
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I confirm that the candidate has achieved all the requirements of this unit.

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| **Assessor’s name** |  | **Assessor’s signature** |  | **Date** |
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| **Countersigning — Assessor’s name****(if applicable)** |  | **Countersigning — Assessor’s signature****(if applicable)** |  | **Date** |
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I confirm that the candidate’s sampled work meets the standards specified for this unit and may be presented for external verification.

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| **Internal verifier’s name** |  | **Internal verifier’s signature** |  | **Date** |
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| **Countersigning — Internal verifier’s name****(if applicable)** |  | **Countersigning — Internal verifier’s signature****(if applicable)** |  | **Date** |
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| **External Verifier’s initials and date (if sampled)** |  |

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| **Unit overview** |
| This standard covers the skills and knowledge needed to monitor and report on production performance in food and drink manufacture and the associated supply chain.  |

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| **Sufficiency of evidence** |
| There must be sufficient evidence to ensure that the candidate can consistently achieve the required standard over a period of time in the workplace or approved realistic working environment. |

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| **Performance criteria** |
| **What you must do:** |
| There must be evidence for **all** Performance Criteria (PC). |
| **Monitor production progress**1. Monitor the correct use of tools and equipment throughout the production process
2. Check that equipment used meets regulatory and organisational requirements
3. Monitor the correct operation of safety devices and security locks
4. Carry out quality, compliance checks and additional monitoring in accordance with organisational requirements

**Report and maintain records on production progress**1. Report within agreed timescales on production issues affecting progress, quality, compliance or additional organisational requirements
2. Source positive and negative feedback from customers and relay to colleagues
3. Work within the limits of your authority to ensure feedback is acted upon
4. Complete production and equipment records and documentation within agreed timescales to organisational requirements
5. Check that relevant people have access to current and accurate production information
6. Communicate performance and productivity to relevant colleagues on the production line
7. File records in the appropriate place
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| **Evidence reference** | **Evidence description** | **Date** | **Performance criteria** |
| **What you must do** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** |
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| **Knowledge and understanding** | **Evidence reference****and date** |
| **What you must know and understand** |
| For those knowledge statements that relate to **how** the candidate should do something, the assessor may be able to infer that the candidate has the necessary knowledge from observing their performance or checking products of their work. In **all** other cases, evidence of the candidate’s knowledge and understanding must be gathered by alternative methods of assessment (eg oral or written questioning). |
| 1 | The organisational and regulatory requirements 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 to the production team within agreed timescales, issues relating to performance and how to do this |  |
| 10 | How to complete production and equipment records and documentation within agreed timescales to organisational requirements |  |
| 11 | Why it is important to ensure that relevant people have access to current and accurate production information |  |

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# Supplementary evidence

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| **Evidence** | **Date** |
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| **Assessor feedback on completion of the unit** |
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