



Unit F2RY 04 (114)

Support Production Operations in Food Manufacture

Unit Summary

Many jobs in food and drink manufacturing give essential and valuable support to people doing the production and processing work in food and drink manufacturing. People working directly on the line cannot do those jobs with a whole range of production support services. A support worker has to be flexible and do many different tasks.

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.

Achievement of this Unit will provide you with opportunities to develop the following SQA Core Skills:

Working With Others Access 2

- ◆ Work with others in a group to complete a simple, familiar activity under supervision.

Problem Solving Access 2

- ◆ Analyse a very simple familiar situation or issue.
- ◆ Plan, organise and complete a very simple, familiar task.
- ◆ Review and evaluate a very simple, familiar problem solving activity.

I have completed the requirements of this Unit.

Candidate name: _____ **Date:** _____

Candidate signature: _____ **Date:** _____

I can confirm the candidate has completed all requirements of this Unit.

Assessor signature: _____ **Date:** _____

IV signature: _____ **Date:** _____

Assessment centre: _____

You must be able to	Evidence Requirements	Evidence/ Activity Ref No.
<p>1</p> <p>Work to support operations</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Prepare according to the required legal or regulatory requirements, organisational health, safety, environmental and hygiene standards or instructions. (b) Prepare to provide products or services to production lines at a pace that maintains the speed of the line. (c) Provide products or services at a pace that maintains the speed of the line. (d) Identify problems in providing products or services that may affect supplies to match the speed of the line and follow company procedures to deal with them. (e) Close down your work station or services in a manner that meets health and safety, hygiene and environmental requirements. 	<p>Evidence of supporting two different types of production operations.</p>	
<p>2</p> <p>Meet relevant standards</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Follow company procedures relating to quality specifications. (b) Check that the product or service provided meets quality specifications. (c) Check that the appearance of products meet defined specifications. (d) Follow company procedures to correct problems you have discovered with products or services. (e) Follow correct procedures to meet hygiene and food safety standards. 	<p>Evidence of meeting relevant standards in accordance with workplace procedures.</p>	

Evidence of Performance

Evidence of performance may employ examples of the following assessment:

- ◆ observation
- ◆ written and oral questioning
- ◆ evidence from company systems (eg 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

Candidate name:		Assessor initials/date
No	Activity	
1		
2		

You need to know and understand		Evidence
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.		
K1	The legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions and what may happen if they are not followed.	
K2	Ways of preparing for support work and why preparation is important.	
K3	How delays or breaks in support services can affect production and profit.	
K4	That line workers are internal customers to support staff and why it is important to meet their customer expectations.	
K5	What you can do within the limits your own authority and when to refer problems to others.	
K6	How quality specifications affect production work and why they are important.	
K7	Company procedures for dealing with problems in supplying continuous product and services to line workers.	
K8	Company procedures for end of shift or closing down and why it is important to follow those procedures.	
K9	Visual checking procedures for products and services and why they are important to quality.	

Notes/Comments

Assessor signature: _____

Date: _____