



Unit F2P3 04 (523)

Monitor Product Quality in Food Manufacture

Unit Summary

This Unit is about monitoring the quality of products within your area of responsibility in food and drink manufacturing operations. You need to identify quality problems and help to take action to resolve these. You will be involved with relevant quality control systems and procedures which are used in your workplace.

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 Intermediate 2

- ◆ Work with others in a group to analyse, plan and complete an activity.

Problem Solving Intermediate 2

- ◆ Analyse a situation or issue.
- ◆ Plan, organise and complete a task.
- ◆ Review and evaluate a 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.
1	<p>Monitor product quality effectively</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Follow the health, safety and hygiene requirements when carrying out quality checks. (b) Wear appropriate personal protective clothing and equipment during quality monitoring. (c) Identify and report factors which may adversely affect product quality. (d) Identify correctly and report non-conformance to quality standards to the relevant person. (e) Take action to reject or isolate products or items which do not conform to specification. 	<p>Evidence of monitoring product quality effectively according to workplace procedures.</p>	
2	<p>Contribute to resolving quality problems</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Seek advice for quality problems outside your own level of authority or expertise. (b) Offer support to or seek help for colleagues who encounter quality problems. (c) Evaluate quality problems, within the limits of your own expertise and understanding, and feedback your observations to the relevant person. (d) Receive and confirm instructions for the resolution of quality problems. (e) Carry out agreed action to resolve quality problems and feedback results to the relevant person. (f) Communicate clearly and accurately with others to ensure that resolutions to quality problems are understood. 	<p>Evidence of contributing to resolving quality problems 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 health and safety, hygiene and quality requirements and why they are important.	
K2	The workplace quality system and procedures which are relevant to your area of responsibility.	
K3	How to obtain relevant work instructions, schedules and specifications.	
K4	How to identify quality problems in your work area.	
K5	Procedures for making constructive suggestions to resolve quality problems.	
K6	Why quality control is important and how it affects the efficiency of work activities.	
K7	Common factors affecting quality in the workplace.	
K8	Why it is important to maintain product quality.	
K9	What the documentation requirements are and why it is important to meet them.	
K10	How to keep quality records and data safe and secure and why this is important.	
K11	The lines and methods of communication within your organisation.	
K12	The importance of communication in the maintenance of quality.	
K13	The limits of your authority and why it is important to work within them.	

Notes/Comments

Assessor signature: _____

Date: _____