



Unit F2NL 04 (561)

Monitor and Report on Production Progress in Food Manufacture

Unit Summary

This Unit is about monitoring and reporting on progress of production in a food and drink manufacturing environment.

You need to apply your knowledge and understanding of the legal and operational requirements to be effective in production control. You need to organise the appropriate resources to maintain production and meet the changing needs of customers.

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:

Communication Access 3

- ◆ Produce simple written communication.

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: _____

<p>You must be able to</p>	<p>Evidence Requirements</p> <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.</p> <p>Your evidence must be work-based, simulation alone is only allowed where shown in <i>bold italics</i></p>	<p>Evidence/Activity Ref No.</p>
<p>1 Monitor production progress</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Monitor correctly the use of tools and equipment throughout the production process and ensure this use meets legal and standard operational procedures and production schedule. (b) Monitor correctly the operation of safety devices and security locks. 	<p>Evidence of monitoring production progress in accordance with workplace procedures.</p>	
<p>2 Report and maintain records on production progress</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Report promptly on production issues affecting the progress of production or which may adversely affect quality of the product or safety of personnel. (b) Complete production and equipment records and documentation accurately and promptly. (c) Ensure that authorised personnel have access to current and accurate production information as you file records in the appropriate place. 	<p>Evidence of reporting and maintaining records on production progress 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

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Candidate name:		Assessor initials/date
No	Activity	
1		
2		

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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	Key features of legal and operational requirements.	
K2	How to use and interpret standard operational procedures and schedules.	
K3	Operational limits and tolerances of appropriate equipment and machinery.	
K4	Requirements for and use of quality control documentation.	
K5	Requirements for and use of scheduling and equipment maintenance.	
K6	The importance of monitoring and reporting production progress.	
K7	How to deal with non-compliance.	
K8	How to diagnose faults within the limit of responsibility for tools, equipment and products.	
K9	How to access and interpret equipment maintenance records.	
K10	How to report and make recommendations resulting from fault diagnosis.	

Notes/Comments

Assessor signature: _____**Date:** _____