



## Unit F2N6 04 (720)

## Report on Compliance with Food Safety Requirements in Manufacture

### Unit Summary

This Unit is about internal audit of the food safety management procedures. It involves reporting on food safety management procedures to ensure that they comply with your organisation's operational requirements.

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 Intermediate 2

- ◆ Produce well-structured written communication on complex topics.

Information Technology Higher

- ◆ Using and IT system independently to process a range of information.

Problem Solving Higher

- ◆ Plan, organise and complete a complex task.
- ◆ Review and evaluate a complex 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>Report and evaluate internal audits undertaken</p> <p>This means you:</p> <p>(a) Specify the scope of the audit conducted, including areas and activities audited.</p> <p>(b) Evaluate accurately the audit results against the organisation's quality and food safety system, relevant standards and best practice.</p>	<p>Evidence of reporting and evaluating internal audits in accordance with workplace procedures.</p>	
2	<p>Highlight aspects of the food safety management system</p> <p>This means you:</p> <p>(a) Detail areas and activities where the food safety management system is working effectively.</p> <p>(b) Detail occurrences of non-compliance with the food safety management procedures and/or food safety standards, and provide relevant supporting documentation.</p> <p>(c) Identify accurately the relative risks and impact of non-compliance to your organisation.</p>	<p>Evidence of highlighting aspects of the food safety management system in accordance with workplace procedures.</p>	
3	<p>Agree a timescale for action</p> <p>This means you:</p> <p>(a) Discuss with relevant people and outline corrective action and a timescale to ensure compliance.</p> <p>(b) Discuss with relevant people and outline a timescale to implement preventative action to minimise instances of non-compliance.</p>	<p>Evidence of agreeing timescales for action in accordance with workplace procedures.</p>	

<b>You must be able to</b>	<b>Evidence Requirements (cont)</b>	
<p>Present reports and highlights trends</p> <p>This means you:</p> <p>4 (a) Verify that preventative and corrective action is part of the auditing process.</p> <p>(b) Consolidate and report on long term audit trends.</p> <p>(c) Circulate audit report to key contacts within the agreed timescales.</p>	<p>Evidence of presenting and highlighting trends 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

<b>Candidate name:</b>		<b>Assessor initials/date</b>
<b>No</b>	<b>Activity</b>	
1		
2		
3		
4		

<b>You need to know and understand</b>		<b>Evidence</b>
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 type, range and purpose of records applicable to the specified food safety management system.	
K2	Good Manufacturing Practice (GMP), critical points and critical control points relevant to the defined scope of the audit.	
K3	The roles, responsibilities and levels of authority of members of food safety management team.	
K4	The expected role and responsibilities of an auditor.	
K5	Relevant regulations, legal requirements and certification requirements for the type and nature of operations being inspected.	
K6	Statutory regulations relating to operations under inspection.	
K7	The expected standards and their effective application.	
K8	What constitutes non-compliance and the relative implications for food safety and for the organisation concerned.	
K9	Relevant corrective actions and how to review their effectiveness.	
K10	Auditing practices, including 2nd and 3rd party inspections.	
K11	Recording, reporting procedures and making recommendations relating to quality control and internal audits.	

Notes/Comments
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Assessor signature: \_\_\_\_\_

Date: \_\_\_\_\_