



## Unit F2MG 04 (737)

## Manage and Evaluate Production Performance in Food Manufacture

### Unit Summary

This Unit is about managing food and drink processes and operations. You will organise work, follow procedures and record plans. You will also maintain, review and assess the conditions for productive work and operations.

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.

*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>Organise operational activities to meet requirements</p> <p>This means you:</p> <ul style="list-style-type: none"> <li>(a) Agree requirements with the relevant people in sufficient detail to allow work to be planned and organised effectively including; outputs, quality, health and safety and food safety issues.</li> <li>(b) Develop plans and organise work in a way that allows requirements to be met within agreed timescales, and ensure organisational procedures for recording plans and methods are followed.</li> <li>(c) Thoroughly explain plans to the relevant people and at an appropriate level and pace, giving opportunities for them to make recommendations for improving your plans and methods.</li> <li>(d) Check the understanding of, and commitment to, the plans with relevant people.</li> </ul>	<p>Evidence of organising operational activities to meet requirements in accordance with workplace procedures.</p>	
2	<p>Maintain a productive work environment</p> <p>This means you:</p> <ul style="list-style-type: none"> <li>(a) Ensure the work environment is suitable for the activity; dealing with any problems promptly and making sure working conditions and the use of resources are in line with current legislation and organisational procedures.</li> <li>(b) Receive and make recommendations for improving conditions and pass them to the relevant people promptly.</li> </ul>	<p>Evidence of maintaining a productive work environment in accordance with workplace procedures.</p>	

		Evidence Requirements (cont)	
2 (cont)	<ul style="list-style-type: none"> <li>(c) Check that maintenance frequencies and the use of equipment conforms to recommended schedules and procedures.</li> <li>(d) Report accidents and incidents promptly to the relevant people and complete the relevant documentation accurately.</li> </ul>		
3	<p>Maintain operations necessary to meet requirements</p> <p>This means you:</p> <ul style="list-style-type: none"> <li>(a) Check that all suppliers are able to meet requirements and that operations consistently meet product and delivery specifications.</li> <li>(b) Maintain systems to monitor the achievement of specifications, take corrective action promptly and inform others of any necessary changes likely to affect them.</li> <li>(c) Evaluate factors capable of causing disruption to operations and take measures to minimise their potential effects.</li> <li>(d) Complete all records accurately, and receive and pass on recommendations for improving operations to the relevant people promptly.</li> </ul>	Evidence of maintaining operations necessary to meet requirements in accordance with workplace procedures.	
4	<p>Evaluate the performance of operations</p> <p>This means you:</p> <ul style="list-style-type: none"> <li>(a) Review the yields, targets, outputs and quality data of previous operational activity.</li> <li>(b) Interpret operational information and data accurately to establish current performance in relation to existing targets.</li> <li>(c) Present your assessment of the performance of operations to the relevant people clearly and accurately.</li> </ul>		

**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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<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	How to communicate effectively with others internally and externally.	
K2	The different methods of communication that can be adopted.	
K3	How to make recommendations.	
K4	To whom you need to report, present and make recommendations.	
K5	Organisational procedures and timing for communication, recording and reporting.	
K6	How records are completed and who has access to them.	
K7	Organisational procedures for accidents and incidents.	
K8	Maintenance schedules and conditions necessary to maintain equipment.	
K9	How to encourage others to maintain and improve a productive work environment.	
K10	How to encourage and enable others to contribute to improving operational efficiency.	
K11	Organisational procedures for facilitating and managing continuous improvement.	
K12	Principles of planning work activities setting objectives and priorities to ensure requirements are effectively met.	
K13	How to ensure yields, targets and outputs are consistently met.	
K14	How to maintain adequate resources.	
K15	How to ensure the work environment is conducive to work activities.	
K16	How to identify the requirement of people for planning operations.	
K17	How to check organisational supplies.	
K18	Relevant legal, regulatory and ethical requirements impacting on operations.	
K19	How to check product specifications.	
K20	How to identify factors which cause and which might cause disruption to operations.	
K21	How to develop and implement operational corrective actions.	
K22	How to check supplies and resources.	

Notes/Comments

**Assessor signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_