

3167 Carry out process control of production in food manufacture		
SQA Unit Code		F2J6 04
Level 3	SCQF Level 6	Credit value 4

Unit Summary
This standard is about the skills needed for you to carry out process control of production in food manufacture and the associated supply chain. The efficient operation of tools and equipment is essential in ensuring products comply to customer specifications and are produced to organisational production plans. Process control is essential in ensuring adherence to compliance, quality and additional organisational requirements.

You must be able to carry out quantitative checking of procedures, materials or products. You must also be able to carry out instrumentation checks including the action to be taken when results do not meet specification.

This standard is for you if you work in food and drink manufacture and/or supply operations and are involved in carrying out process control of production in food manufacture.

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.

You must be able to:	You need to show:
<p>1. Carry out quantitative checking procedures</p> <p>This means you:</p> <p>Prepare equipment and materials to carry out quantitative checks</p> <p>Collect the items, products or materials to be checked</p> <p>Carry out checking procedures following regulatory and organisational requirements</p> <p>Record the results of the checks promptly</p> <p>Adhere to organisational requirements to deal with any problems revealed by the checks</p> <p>Report the results of the checks to relevant</p>	<p>Evidence must be work-based, simulation alone is only allowed where shown in <i>bold italics</i></p> <p>Evidence of carrying out qualitative checking procedures in accordance with workplace procedures and taking effective action in response to two operating problems</p>

people.	
<p>2. Carry out instrumentation checks</p> <p>This means you:</p> <p>Assemble the equipment and documentation to carry out instrumentation checks</p> <p>Identify the checks to be made on instruments and when and where they will be checked</p> <p>Check the instruments are working and take accurate readings</p> <p>Record readings taken or observations made on the appropriate documentation</p> <p>Follow organisational requirements when instrument readings do not meet specifications.</p>	<p>Evidence of carrying out instrumentation checks in accordance with workplace procedures and taking effective action in response to two operating problems</p>

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.

You need to know and understand:

1. the organisational and regulatory requirements relating to the process control of production
2. the organisational methods of communication including information technology and how to use them
3. what the organisational requirements are for the quantitative checking of a process or an instrument check
4. how to carry out the quantitative check
5. why it is important to check instruments and how to do this
6. why it is important to validate and check processing and production
7. why tolerances are important to the checking of process and instruments
8. why it is important to record information accurately from process control and instrument checks and how to do this
9. the information that can be gathered from process control checks and its uses
10. the organisational requirements for the action to be taken when results are out of specification
11. the limits of your authority and why it is important to adhere to them.

Evidence of performance may employ examples of the following assessment:

- observation
- written and oral questioning;

- evidence from company systems (e.g. 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