

## 3179 Contribute to optimising work areas in food manufacture

**SQA Unit Code**

**F2JP 04**

**Level 2**

**SCQF Level 7**

**Credit value 6**

### Unit Summary

This standard is about optimising the use of the work area and equipment through effective monitoring and control and efficient maintenance is an important requirement in food & drink manufacturing.

This standard is about planning, organising and using resources in order to make the best use of the work area and equipment. It includes, preparing and contributing to the maintenance of the work area and equipment. You will need to identify any deviations from expected performance of the work area and equipment and consider the implications for maintenance. You must offer solutions for the identified deviations and take the necessary corrective action. The ability to communicate and to maintain accurate and comprehensive records is also a feature of this unit.

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. Control the preparation of the work area and equipment for use</p> <p>This means you:</p> <p>Access and interpret information and instructions for the use of the work area and employment of equipment over the work period and assess the impact on operations</p> <p>Allocate duties and responsibilities to others appropriate to their proven competence and availability</p> <p>Inspect the work location, machinery and equipment and check them against statutory environment and operational requirements</p>	<p>Evidence must be work-based, simulation alone is only allowed where shown in <b><i>bold italics</i></b></p> <p>Evidence of controlling the preparation of the work area and equipment for use as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>

<p>Inspect the services and utilities available to the work location, machinery and equipment and check that they meet operational requirements</p> <p>Check that sufficient materials are available at the work locations, machines and equipment to meet production requirements before work commences</p> <p>Evaluate reports received on the status of machinery and equipment after start-up and identify the impact on operations</p> <p>Identify and record contravention of statutory regulations and departures from operational requirements in the work location, machinery and equipment</p> <p>Report the contravention promptly to the relevant person(s), and take corrective action within the limits of your authority</p> <p>Complete the documentation accurately and legibly and make it available to the relevant person(s)</p>	
<p>2. Control the use of work areas</p> <p>This means you:</p> <p>Access and interpret the production requirements to achieve the production targets and quality specifications</p> <p>Agree the production requirements with relevant person(s) and implement these</p> <p>Seek clarification from relevant person(s) where conflict is identified between sources of information</p> <p>Evaluate the output of individuals against production targets and quality specifications and</p>	<p>Evidence of control the use of work areas as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>

make arrangements to deal with rest periods, tedium of activity and diversity of individual competence in accordance with operational requirements

Confirm the achievement of quality specifications, throughput targets and output with relevant persons at regular intervals to enable early identification of faults and problems

Minimise wastage of consumables items and other materials and recycle re-usable materials in accordance with operational and statutory requirements

Identify problems influencing the quality of products and the attainment of output targets and take relevant corrective actions within the limits of your authority

Complete the work in the allotted time and within operational constraints

Investigate and report work which cannot be completed in the allotted time to the relevant person(s)

Complete the documentation accurately and legibly and make it available to the relevant person(s)

You need to know and understand:

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.

1. the types of information and instructions needed to control the preparation of the work area
2. how to access, interpret and evaluate information and instructions including production requirements
3. why information and instructions need to be accessed, interpreted and evaluated
4. the range of corrective actions which can be taken
5. the importance of taking corrective action and the procedures involved
6. how to complete documentation and to whom to make it available

7. the importance of accurate and complete records
8. why it is important to know the competence and availability of others in the work area
9. how to allocate duties and responsibilities to others
10. the roles and responsibilities of others working in the area
11. how to inspect the work location, machinery and equipment and why it is important to carry out inspections
12. how to inspect the services and utilities and why it is important to carry out inspections
13. why reports need to be received on the status of machinery after start-up
14. how to identify the impact of reports received on operations
15. food hygiene, health and safety, the environment and legal regulations and how they apply to the work area and equipment
16. why contravention of statutory regulations needs to be recorded and reported
17. the reporting and recording procedures
18. why output of individuals should be evaluated against production targets and quality specifications and how to do the evaluation
19. why achievement of quality specifications, throughput targets and output needs to be confirmed at regular intervals
20. how to confirm achievement of quality specifications, throughput targets and output
21. how to deal with rest periods, tedium of activity and diversity of individual competence
22. the affects of wastage on production and on the organisation
23. how to minimise wastage of consumable items and other materials
24. how to recycle re-usable materials and why they should be recycled
25. the ways in which conflict can arise between sources of information and how to get it clarified
26. the faults and problems which can occur, why they occur, and how to identify them
27. why faults and problems need to be identified as early as possible
28. why work needs to be completed in the allotted time and how this can be achieved
29. the importance of investigating and reporting work which cannot be achieved

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