

3165 Plan production schedules in food manufacture

SQA Unit Code

F2R2 04

Level 2

SCQF Level 6

SCQF Credit value 5

Unit Summary

This standard is about the skills needed for you to plan production schedules in food and drink manufacture and the associated supply chain. Ensuring organisational production requirements are met while maintaining compliance, quality and food safety is a key role in a production environment.

You must be able to map available resources to organisational requirements for production. You must be able to ensure resources including materials, ingredients, utilities and staffing are available and organise the production line to meet supply chain, distribution and customer requirements.

This standard is for you if you work in food and drink manufacture and/or supply operations and are involved in planning production schedules 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. Manage work in your team</p> <p>This means you:</p> <p>Set clear and accurate work objectives for your team</p> <p>Give your team opportunities to take responsibility for their own work and assist with the planning process</p>	<p>Evidence must be work-based, simulation alone is only allowed where shown in <i>bold italics</i></p> <p>Evidence of managing work in your team in accordance with workplace procedures</p>
<p>2. Allocate resources to meet production plans</p> <p>This means you:</p> <p>Ensure you are clear about the requirements of the production plans and check any areas about which you are unclear with the relevant person</p>	<p>Evidence of allocating resources to meet production plans in accordance with workplace procedures</p>

<p>Produce schedules that are consistent with production plans, management priorities and objectives and conform to regulatory and organisational requirements</p> <p>Produce schedules which make cost effective use of available resources within given constraints</p> <p>Seek advice from colleagues if your production schedules appear to conflict with regulatory requirements and/or organisational objectives</p> <p>Amend production schedules in line with regulatory or organisational objectives if required</p>	
<p>3. Ensure availability of resources to meet production plans</p> <p>This means you:</p> <p>Keep colleagues informed of production schedules, and particularly any changes, to ensure they can plan work effectively</p> <p>Liaise with relevant colleagues to identify and forecast customer needs</p> <p>Carry out pro-active production planning organise bulk production to meet more than one customers order</p> <p>Change order of production to minimize work at product changeover and minimize downtime plan production schedule to minimize downtime, reduce costs, reduce waste, increase efficiency and productivity</p> <p>Confirm that equipment required is available and in good working order in advance of production commencing</p> <p>Report all damage and faults promptly, with recommendations for corrective action</p>	<p>Evidence of ensuring availability of resources to meet production plans in accordance with workplace procedures</p>

<p>Confirm that the correct type and volume of materials are available and in the correct location for production</p> <p>Confirm that the required number of staff, with the appropriate skills and knowledge are available</p>	
<p>4. Maintain accurate and clear records</p> <p>This means you:</p> <p>Adhere to organisational requirements when maintaining records relating to planning production schedules accurately</p> <p>Inform relevant people immediately if lack of resources will impact adversely on production outputs</p>	<p>Evidence of maintain accurate and clear records in accordance with workplace procedures</p>

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 regulatory and organisational requirements for the planning of production schedules in food manufacture
2. how to source information relating to product volume and specification requirements
3. what the organisational systems and procedures are for the planning of production schedules
4. why it is important to create production schedules that adhere to organisational objectives and production requirements and how to do this
5. how to source information relating to the availability of materials and resources including staffing
6. why it is important to match availability of materials, resources and staffing to production plans and how to do this
7. how to update and amend schedules and adapt resource requirements to meet changing customer demands
8. the organisational methods of communication and how to use them
9. why it is important to inform relevant people of production schedules, materials, resource and storage and distribution requirements and how to do this
10. the importance of liaising with colleagues and what would happen if you did not keep them informed
11. how to confirm tools and equipment are available for use and conform to organisational requirements with respect to food safety, health and safety, calibration and compliance
12. the importance of contingency planning and how to incorporate this into planning of production schedules

13. what the organisational procedures are for the checking of materials availability and why it is important to do this
14. how to ensure the available staff have the required skills and knowledge needed to comply with the production requirements
15. inform relevant people if materials, resources and staffing availability or quality will impact on production schedules and why it is important to do this promptly

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