

453 Contribute to compliance for achieving excellence in a food environment

SQA Unit Code

H13C 04

Level 2

SCQF Level 5

SCQF Credit value 5

Unit Summary

This unit is about the skills needed for you to contribute to the maintenance of organisational compliance in food and drink manufacture and/or supply operations. This is important to the manufacture, processing and supply of food and drink within the food supply chain, where for example food safety is a critical factor. Contribution is typically provided through working in a team, although this does not exclude individual contributions from outside of close working teams.

You will need to show that you can comply with all relevant regulations that apply to your work area and provide information, data and related specifications to support compliance in your role. You also need to show that you can make recommendations for improving compliance in response to change which may impact on your work area. You will need to comply with your company policy for compliance, take responsibility for your contribution, and refer any issues outside of the limit of your authority to others.

This unit is for you if you work in food and drink manufacture and/or supply operations and are involved in operational practice sufficiently to be able to make a valued contribution to compliance. This could be either as an autonomous and focused operational role or as part of another food manufacturing/processing or supply role which includes some operational responsibilities.

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>Comply with regulations in your work area</p> <p>This means you:</p> <ul style="list-style-type: none"> Identify the relevant regulations which apply to your work area Can access information about the regulations Wear the relevant personal and protective clothing and equipment Follow all organisational procedures which apply to your work area 	<p>Evidence must be work-based, simulation alone is only allowed where shown in <i>bold italics</i></p> <p>Evidence of complying with regulations in your work area.</p>

<p>Apply safe working practices Recognise control hazards Report potential risks and hazards to the responsible person Identify learning needs where individuals need support to meet compliance standards</p>	
<p>Make recommendations for improving compliance</p> <p>This means you: Identify opportunities for improving compliance to meet organisational needs Source and identify the requirements of the food safety management system Collate relevant information, data and resources to support potential improvements Make valid recommendations improving compliance Use relevant measures of plant effectiveness and improvement to inform recommendations Refer any issues outside the limit of your authority to a responsible person Check and confirm that your recommendations meet all workplace requirements</p>	<p>Evidence of making recommendations for improving compliance</p>
<p>Obtain and provide feedback on compliance</p> <p>This means you: Seek feedback on the value of your contribution to compliance Check current compliance levels and targets Provide feedback on your contribution to compliance to the relevant person</p>	<p>Evidence of obtaining and providing feedback on compliance</p>

<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.</p> <ol style="list-style-type: none"> 1. The responsibilities of yourself and others under health and safety at work regulation and associated regulation 2. What the specific health and safety regulations and organisational procedures require of you in your role and working area 3. The responsibilities of yourself and others under food safety regulation and associated regulation 4. What the specific food safety regulations and organisational procedures require of you in your role and working area
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5. What the food safety procedures require of you and others
6. How to locate regulatory information and workplace procedures
7. Process or product specific procedures in your work area that are customer focussed compliance requirements to meet internal or external standards
8. What is sufficient to constitute a workplace hazard, dangerous occurrence and hazardous malfunction
9. Your responsibilities to deal with hazards and reduce risk in the workplace
10. What the procedures are for identifying and controlling risk by monitoring, inspection, assessment and reporting
11. What the first aid arrangements and procedures are
12. What the emergency fire and evacuation procedures are
13. What the safe lifting and handling procedures are
14. What the best methods are for formulating recommendations
15. How to present recommendations
16. How to give and receive feedback regarding your contribution to Standard Operating Procedures development
17. The limits of your own authority, and reporting arrangements in the event of problems that you cannot resolve

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