

639 Principles of flow process analysis in a food environment

SQA Unit Code

H15E 04

Level 3

SCQF Level 6

SCQF Credit value 4

Unit Summary

This unit is about understanding the principles of applying flow process analysis as part of your organisation's drive to achieve excellence in food and drink manufacture and/or supply operations. This is important to the productivity and success of manufacture, processing and supply of food and drink within the food supply chain. Understanding current operational practice is central to the implementation of change, improvement, new practice, targets and a performance driven culture.

You will need to understand the principles and procedures of flow process analysis. You will need to know how to accurately present findings of analysis to relevant people within the organisation, including senior management. You will need to comply with your company policy for improvement, take responsibility for your actions, and refer any issues outside of the limit of your authority to others.

This unit is for you if your role requires you to analyse the performance of current operational practice in food and drink manufacture or supply. You may be a front line manager or supervisor and/or have responsibilities for all or part of the production/supply process.

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 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. How the health, safety and hygiene requirements of a work area can influence the process of analysis
2. The food/drink processing activity that is being described
3. How a process in its elements/activities of work are described
4. Waste within a food processing environment
5. The symbols and abbreviations used for flow process analysis
6. How a process or deployment flowchart is mapped using the recognised symbols
7. What are classed as value-added and non-value added activities within the process
8. The elements/activities in the process that are value added or non-value added
9. Potential opportunities for improvements within the food/drink processing activity
10. The use of data to eliminate activities that do not add value to the process
11. Action planning to simplify the value added activities and eliminate the non value

added activities

12. How action plans are constructed (such as payback matrix)

Levels of authority linked to problem resolution

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