

644 Principles of flexible production and manpower systems in a food environment

SQA Unit Code

H15V 04

Level 3

SCQF Level 6

SCQF Credit value 3

Unit Summary

This unit is about understanding the principles of creating flexible production and manpower systems 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 creating flexible production and manpower systems within improvement projects. 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 improvement activities
2. What defines a flexible production and manpower system
3. The benefits of a flexible production and manpower system within food manufacture
4. The meaning of 'level schedules'
5. Load and capacity diagrams
6. Takt time, and how this is calculated
7. The term standard work in progress
8. The application of visually controlled systems and signals, based on the demand of subsequent processes

9. The application of skills matrices
 10. The application of consignment stocking
 11. The process of working practice simplification and the reduction of human error risk
 12. The consequences of introducing a new improved part/process/material router
 13. How root cause analysis can support problem solving
 14. How waste can be reduced through the application of flexible production and manpower systems
 15. Equipment effectiveness through stabilisation and optimisation
 16. Asset care/best practice effectiveness review
 17. Robust routine asset care and operation
 18. The appropriate techniques that provide value to the customer
 19. The techniques used to visually communicate the work done
 20. The lay out of an effective workplace
- 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