

656 Principles of a set up reduction programme in a food environment

SQA Unit Code

H16E 04

Level 3

SCQF Level 6

SCQF Credit value 4

Unit Summary

This unit is about the principles of a set-up reduction programme in support of an improvement programme during your organisations drive to achieve excellence in food and drink manufacture and/or supply operations. You will need to understand the principles behind set-up reduction programmes and their benefit to support achieving excellence. This is important to the productivity and success of manufacture, processing and supply of food and drink within the food supply chain.

You will need to understand the principles of the process area/activity under review, the application of the Deming cycle and the setting of quantifiable objectives. 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 you work in food and drink manufacture and/or supply operations and are involved in implementing a set-up reduction programme. This could be either as an autonomous and focused role or as part of another food manufacturing/processing or supply role which includes some problem solving 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 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 a set-up reduction
2. The criteria used to select an area/processing activity for a set-up reduction activity
3. The importance of understanding the food process/activity under review
4. The qualities of the food being processed and how these influence improvement opportunities
5. The people and resources needed to support the set-up reduction activity
6. The application of the Deming cycle (plan, do, check, act)
7. The structure and operational requirements of a set-up reduction activity
8. The improvements to the set-up that can be achieved
9. The evaluation of improvement opportunities
10. The setting of quantifiable objectives and targets for the improved set-up
11. The purpose of standard operating procedures (SOPs) and specifications

12. The techniques used to visually communicate improvement opportunities
13. Internal and external activities with reference to set-up
14. How root cause analysis can support problem solving
15. The difference between 'motion' and 'work'
16. The difference between value adding and non-value adding activities
17. 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