

2323 Organise and monitor hand operations in dairy processing		
SQA Unit Code		H3FJ 04
Level 2	SCQF Level 5	Credit value 7

<p>Unit Summary</p> <p>This unit is about the skills needed for you to organise and monitor hand operations in dairy processing in food and drink manufacture and/or supply operations. Hand operations are used in the preparation of ingredients, processing and packaging of dairy products. Organising and monitoring hand operations in dairy processing is important to the maintenance of production schedules and the production of a final product that adheres to organisational quality and yield specifications.</p> <p>You will need to be able to organise and monitor resources needed to meet production requirements, maintain the flow of production, work within the limits of your responsibility, take action to address problems and maintain organisational and regulatory quality and yield specifications.</p> <p>This unit is for you if you work in food and drink manufacture and/or supply operations and are involved in organising and monitoring hand operations in dairy processing.</p>
--

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. Prepare to organise and monitor hand operations in dairy processing</p> <p>This means you:</p> <p>Adhere to regulatory and organisational specifications when organising and monitoring</p> <p>Hand operations in dairy processing</p> <p>Ensure relevant people use and wear personal protective equipment when carrying out hand operations in dairy processing</p> <p>Ensure relevant people maintain hygiene requirements especially with respect to hand</p>	<p>Evidence must be work-based, simulation alone is only allowed where shown in <i>bold italics</i></p> <p>Evidence of preparing to organise and monitor hand operations in dairy processing as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>

<p>washing</p> <p>Organise sufficient ingredients, materials and services to meet production schedules</p> <p>Check sufficient people are available to maintain productivity</p> <p>Liaise with relevant people to ensure storage space is available for processed product</p>	
<p>2. Organise and monitor hand operations in dairy processing</p> <p>This means you:</p> <p>Monitor hand operations ensuring organisational specifications and recipes are adhered to monitor quality, yield and productivity of product at each stage of the process</p> <p>Ensure relevant in-line and product tests are carried out at correct frequency and that action is taken to address problems</p> <p>Monitor ingredients, materials, resources and services to maintain productivity</p> <p>Work within the limits of your responsibility and take action to address problems</p> <p>Complete and process necessary documentation to organisational requirements</p>	<p>Evidence of organising and monitoring hand operations in dairy processing in your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>

<p>You need to know and understand:</p> <p>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 regulatory and organisational requirements relating to organising and monitoring hand operations in dairy processing 2. How to use and interpret organisational standard operational procedures and product specifications 3. How to adhere to organisational systems and procedures for production scheduling 4. importance of effective process scheduling and the potential impact of inadequate scheduling 5. team objectives and required competences 6. Why it is important to monitor personal hygiene when hand operations are used in the production of a final food product 7. The importance of accurate information about current materials, ingredients and

- resource availability and how to access this information
8. The importance of staffing levels to the maintenance of productivity and product quality and yield requirements
 9. The need to update and amend production schedules to meet changing organisational and customer requirements
 10. Organisational communication methods and styles
 11. The importance of working within the limits of your responsibility and to take action promptly to address problems
 12. How to ensure quality testing is carried out to organisational requirements and that action is taken to address problems.
 13. Regulatory and organisational requirements for quality control and traceability documentation and how to complete it
 14. How to monitor and report production progress and non compliances to the relevant people

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