

3121 Monitor and maintain storage conditions in a food environment

SQA Unit Code

H3KS 04

Level 3

SCQF Level 6

Credit value 5

Unit Summary

This unit is about the skills needed for you to monitor and maintain storage conditions in food and drink manufacture and/or supply operations. Monitoring and maintaining storage conditions is important to product quality and safety. This will include knowing how to keep the storage area clean and tidy, identifying, recording and taking action to correct any changes and problems in storage conditions.

You will need to be able to maintain storage conditions. You also need to show you can monitor changes in storage conditions.

This unit is for you if you work in food and drink manufacture and/or supply operations and are involved in the stores area, and your job requires you monitor the storage conditions.

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: Evidence must be work-based, simulation alone is only allowed where shown in <i>bold italics</i>
<p>1. Maintain storage conditions</p> <p>This means you:</p> <p>Keep environmental conditions at the specified levels to protect goods and materials from avoidable deterioration</p> <p>Implement safety and security procedures fully and accurately</p> <p>Keep the storage area clean, tidy and free from obstructions and hazards</p>	<p>Evidence of maintaining storage conditions as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>
<p>2. Monitor changes in storage conditions</p> <p>This means you:</p> <p>Identify unacceptable variances in storage conditions by regular, careful monitoring</p>	<p>Evidence of monitoring changes in storage conditions as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>

identify and record accurately any unacceptable variances and defects in the storage facility and equipment

Take action within the limits of your authority to correct variances and defects to protect goods and materials, and report this action to the relevant people

Use the results of monitoring to identify realistic suggestions for improving storage conditions, and present your suggestions clearly to the relevant people

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. Types and characteristics of goods and materials in storage
2. Why it is important to check goods and materials
3. What checks to make and how to make them
4. How to determine when variances in storage conditions are unacceptable
5. Types of defects and how to recognise them
6. What action to take to deal with unacceptable variances and defects and who to report to
7. How to recognise discrepancies and defects, and goods and materials whose condition presents a hazard
8. What the procedures are for marking non-conforming items and keeping them apart from the rest of the goods and materials
9. What safety and security procedures to implement
10. Relevant national and local regulations that affect storage of goods and materials
11. How to determine whether ideas for making improvements to the monitoring of storage facilities and goods and materials are realistic

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