

3122 Monitor and maintain storage systems and procedures in a food environment

SQA Unit Code

H3L2 04

Level 3

SCQF Level 5

Credit value 5

Unit Summary

This unit is about the skills needed for you to monitor and maintain storage systems and procedures in food and drink manufacture and/or supply operations. Monitoring and maintain storage systems is important to the product safety and quality. It also covers improving systems and communications, evaluating procedures and recommending appropriate changes.

You will need to be able to monitor storage systems and procedures. You also need to show you can recommend areas for improvement and communicate with others.

This unit is for you if you work in food and drink manufacture and/or supply operations and are involved in monitoring storage systems and procedures. You may be a team leader, line manager or supervisor.

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. Monitor storage systems and procedures</p> <p>This means you:</p> <p>Monitor and follow hygiene, health and safety and environmental procedures</p> <p>Maintain control systems to monitor the condition of materials and the storage facility</p> <p>Maintain control systems to limit risks and comply with legal and company requirements and evaluate their effectiveness</p> <p>Complete the necessary records accurately and legibly and process them correctly</p>	<p>Evidence of monitoring storage systems and procedures as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>
<p>2. Recommend areas for improvement and</p>	<p>Evidence of recommending areas for</p>

<p style="text-align: center;">communicate with others</p> <p>This means you:</p> <p>Evaluate handling and storage systems and procedures for effectiveness and find areas for improvement</p> <p>Evaluate the impact on operations of any deficiencies in control systems and procedures and take the necessary relevant action</p> <p>Make suggestions for improvement to the relevant person</p> <p>Establish and maintain effective spoken and written communication with your managers and colleagues</p>	<p>improvement and communicate with others as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>
<p style="text-align: center;">3. Monitor and maintain stock movement and storage practice</p> <p>This means you:</p> <p>Maintain a routing for checking stock and storage, and carry out spot checks at appropriate intervals</p> <p>Ensure that out of date stock at risk of deteriorating is identified promptly, and that prompt remedial action is taken which meets both organisational and legal requirements</p> <p>Monitor the storage and movement of stock, to check that your organisation's requirements are being met</p>	<p>Evidence of monitoring and maintaining stock movement and storage practice as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>

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 to identify storage problems
2. how to respond effectively to problems
3. how to store products according to their nature and characteristics
4. why it is important to store products correctly
5. what systems are available for storing goods and materials
6. how to make best use of storage space and why this is important
7. relevant company procedures in relation to hygiene, health and safety and the environment
8. what control systems are available for monitoring the condition of materials and the storage facility
9. how to evaluate handling and storage systems and procedures for effectiveness

10. how to respond effectively to any deficiencies in control systems and procedures
11. what the monitoring and review procedures are and why it is important to follow them

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