

3284 Monitor the manufacture of meat products		
SQA Unit Code		H64L 04
Level 4	SCQF Level 8	SCQF Credit value 8

Unit Summary

This unit is about the skills you need to monitor butchery processes in the context of a manufacturing operation producing meat or poultry based products. This includes monitoring the work of team members and ensuring that meat processing is carried out both safely and in accordance with organisational procedures.

This unit is for you if you work in a supervisory or team leader role within food and drink manufacture and/or supply operations and are involved in the butchery of meat or poultry.

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. Organise and prepare the work area for meat and poultry butchery.</p> <p>This means you:</p> <p>Select personal protective clothing and equipment suitable for the manufacturing processes.</p> <p>Contribute to the planning of manufacturing processes to meet business priorities.</p> <p>Confirm manufacturing requirements and output targets.</p> <p>Arrange work areas to ensure that resources are available to meet business requirements.</p> <p>Ensure that suitable tools and equipment are made available to meet the food business operator's requirements.</p>	<p>Evidence must be work-based, simulation alone is only allowed where shown in <i>bold italics</i></p> <p>Evidence of organising and preparing the work area for meat and poultry butchery in a food environment in accordance with workplace procedures.</p>

<p>Ensure that raw materials and ancillary supplies are made available.</p> <p>Allocate suitably skilled staff to specific tasks and duties.</p> <p>Identify and report any non-compliance or shortfall in resource or staff requirements.</p>	
<p>2. Control the manufacture of meat or poultry products</p> <p>This means you:</p> <p>Monitor the flow and yield of the manufacturing process.</p> <p>Provide support to staff to ensure output and yield is maintained.</p> <p>Identify problems that may affect the quality and quantity of output from the manufacturing processes.</p> <p>Respond to problems affecting the quality or quantity of output in accordance with the food business operator's procedures.</p> <p>Report problems affecting quality or quantity of output.</p> <p>Ensure products are stored or transported to the next processing stage.</p>	<p>Evidence of controlling the manufacturing of meat and poultry in a food environment in accordance with workplace procedures.</p>
<p>3. Compile reports relating to the manufacture of meat or poultry products</p> <p>This means you:</p> <p>Complete and make available information relating to the manufacturing process.</p> <p>Ensure that all relevant technical and quality assurance documentation is complete.</p>	<p>Evidence of compiling reports relating to the manufacture of meats or poultry products in a food environment in accordance with workplace procedures.</p>

<p>Report faults and matters that affect processing performance.</p> <p>Ensure that maintenance and cleaning records are complete.</p> <p>Ensure that handover and shut down procedures are followed.</p> <p>Make recommendations for improvements in the manufacturing process.</p>	
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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. What the food business operator's arrangements are for scheduling and resourcing the manufacturing process.
2. What the manufacturing teams objectives and team competences are.
3. What the systems and procedures are for planning, scheduling and resourcing of manufacture.
4. The probable impact of inadequate process scheduling and resourcing.
5. How to use and interpret the food business operator's procedures for manufacturing.
6. What the importance is of allocating staff with the right competences to specific tasks and duties.
7. Why there is a need to update and amend schedules and resource information to meet business needs.
8. What the probable impact is of non-availability of staff or resources.
9. What the communications methods and approaches are for maintaining the manufacturing process.
10. The purpose of monitoring the manufacturing operation.
11. How to identify when team or individual support is required and how to provide effective support.
12. What the food business operator's arrangements are for identifying, dealing with and reporting manufacturing problems.
13. What the required immediate course of action is when production does not go as planned.
14. Who should be contacted and informed of any production failures.
15. What the requirements are for the use of quality control documentation.
16. What the requirements are for the use of maintenance and cleaning schedules.
17. How to assess manufacturing performance in terms of operational yield, target setting, compliance and improvement.
18. The importance of reporting manufacturing performance and improvement issues.

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