

## Report and record production information in food and drink operations

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### Overview

This standard covers the skills and knowledge needed for you to report and record production information in food and drink operations and the associated supply chain.

Reporting and recording are important tasks for people in many jobs. In the food and drink industry legislation demands that organisations keep accurate and detailed records. These records are particularly important to protect food safety and comply with internal and external quality checks and audits. You will need to know and be able to record and report on operational activities. Complying with and understanding health and safety, food safety and organisational requirements are essential features of this standard.

This standard is for you if you work in food and drink manufacture and/or supply operations and are involved in managing production in food and drink manufacture.

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### Performance criteria

You must be able to:

#### **Record operational activities**

1. identify information and data that needs to be reported
2. identify the method of recording information and data in accordance with company procedures
3. record information and data you have collected
4. complete records in accordance with company procedures
5. process and store records in accordance with company procedures

#### **Report on operational activities**

6. identify information and events that need to be reported
7. report information and events to the appropriate person or people

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### Knowledge and understanding

You need to know and understand:

1. situations, events, problems and information that needs reporting
2. why it is important to report clearly, concisely and accurately
3. why it is important to establish facts before reporting
4. why it is important to provide adequate detail when reporting
5. why it is important to report within required timescales
6. types of information and data that need to be recorded
7. people to whom reports should be made
8. principles of verbal and written reporting
9. reporting by electronic means
10. methods of recording information and data
11. the importance of working with others to obtain and check information
12. consequences of inaccurate reporting
13. why it is important to record information and data methodically
14. why it is important to record information and data accurately and the consequences of errors in doing so
15. how to process and store information and data
16. the purpose of records in the maintenance of traceability
17. the importance of traceability in quality assurance
18. the concept of due diligence including legal defence

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