

Unit DR4C 04 (2P & C1) Complete kitchen documentation

This Unit has the following element:

Element 1 (2P & C1.1) Complete kitchen documentation

Candidate Name:

Assessment Centre:

I have completed the requirements of this Unit.

Candidate signature: _____ **Date:** _____

I can confirm the candidate has completed all requirements of this Unit.

Assessor signature: _____ **Date:** _____

Assessor counter signature:
(where applicable) _____ **Date:** _____

IV signature: _____ **Date:** _____

IV counter signature:
(where applicable) _____ **Date:** _____

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Unit Summary

This Unit is about completing documentation commonly used in industry kitchens, for example:

- ◆ temperature charts
- ◆ time sheets
- ◆ accident report forms
- ◆ hygiene information
- ◆ equipment fault reports

The typical day-to-day activities you might carry out for this Unit include:

- ◆ make sure you have an adequate supply of documents
- ◆ complete documents correctly
- ◆ hand on completed documents to the proper person
- ◆ copy and file documents
- ◆ respond to queries about documents

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Element 1 (2P & C1.1)

Complete kitchen documentation

What you must do (circled numbers must be observed)		Assessor initials/date
Evidence for the remaining points may be assessed through questioning or witness testimony		
①	Ensure you have sufficient relevant documents and where necessary, obtain extra copies	
②	Accurately and legibly complete relevant documents to organisational requirements	
3	Ensure that relevant documents arrive with the proper person within the time required	
4	Copy and file relevant documents in line with organisational requirements	
5	Respond to queries about the completion of relevant documents , within the boundaries of your authority	

What you must cover (minimum requirement for observation in italic and bold)	Activity/Evidence (insert tick or supplementary reference)					
	1	2	3	4	5	6
Evidence for the remaining points may be assessed through questioning or witness testimony						
<i>Relevant documents, at least two required from the following:</i>						
temperature charts						
hygiene information						
time sheets						
accident forms						
equipment fault reports						

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Candidate name:		Assessor initials/date
No	Activity	
1		
2		
3		
4		
5		
6		

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What you must know for the Unit

For the whole Unit

K1	What documents need to be completed within the organisation
K2	Why it is important to complete documentation
K3	How to complete particular documents
K4	Where to obtain appropriate documents from
K5	When and where documentation is copied and kept
K6	Why and who you should contact when problems occur
K7	Why kitchen documentation needs to remain confidential
K8	What information relating to working within the kitchen the law requires to be noted and kept

Knowledge evidence retained

Assessor signature: _____ Date: _____

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Candidate name:		Assessor initials/date
Ref	Supplementary evidence	
A		
B		
C		
D		
E		
F		
G		
H		

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Assessor Feedback