



Unit XXXX 04 (206)

Maintain Workplace Food Safety Standards in Manufacture

Unit Summary

This Unit is about keeping your workplace clean and hygienic. It involves understanding the importance of minimising the risks of product contamination, cross-contamination and food poisoning, pests and infestation, storage and disposal of waste.

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.

Achievement of this Unit will provide you with opportunities to develop the following SQA Core Skills:

Problem Solving Access 2

- ◆ Analyse a very simple familiar situation or issue.
- ◆ Plan, organise and complete a very simple, familiar task.

Problem Solving Access 3

- ◆ Analyse a simple situation or issue.
- ◆ Plan, organise and complete a simple task.

I have completed the requirements of this Unit.

Candidate name: _____ **Date:** _____

Candidate signature: _____ **Date:** _____

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

Assessor signature: _____ **Date:** _____

IV signature: _____ **Date:** _____

Assessment centre: _____

You must be able to	Evidence Requirements	Evidence/ Activity Ref No.
<p>1</p> <p>Keep the workspace clean</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Keep your immediate work area clean and tidy. (b) Keep tools, utensils and equipment in good order, in a hygienic condition and stored correctly. (c) Keep ingredients and products separate and in their assigned places. 	<p>Evidence of keeping the workspace lean in accordance with workplace procedures.</p>	
<p>2</p> <p>Work in a way that keeps food safe</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Follow procedures to dispose of food waste and scrap promptly and hygienically. (b) Avoid product contamination and cross-contamination at all stages of processing operations. (c) Follow the correct procedures for dealing with product contamination and cross-contamination. (d) Follow your organisation's procedures for items that may cause allergic reactions. 	<p>Evidence of keeping food safe in accordance with workplace procedures.</p> <p>Evidence of following the correct procedures for dealing with two types of contamination.</p>	

Evidence of Performance

Evidence of performance may employ examples of the following assessment:

- ◆ observation
- ◆ written and oral questioning
- ◆ evidence from company systems (eg 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

Candidate name:		Assessor initials/date
No	Activity	
1		
2		

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You need to know and understand		Evidence
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.		
K1	How personal hygiene and behaviour affects food safety in the workplace.	
K2	The relevant statutory and non-statutory reportable diseases.	
K3	Why it is important to treat and cover cuts, boils, skin infections and grazes and how to do so.	
K4	How food handling practices affect food safety in the workplace.	
K5	How the methods and frequency of cleaning and maintenance of equipment, surfaces and environment affects food safety in the workplace.	
K6	The main types of pests and infestation; how they can occur; how to prevent infestation; how to recognise them and what to do if you discover infestation in the workplace.	
K7	The types of product contamination and cross-contamination; how they can occur; how to prevent or minimise the risk of it occurring; and what you can do if you discover contamination or cross-contamination.	
K8	The types of food poisoning; how food poisoning organisms enter food; the factors that affect the growth of these organisms; how they can be transferred from one food to another; the symptoms of food poisoning; and how to prevent this from happening.	
K9	Why food needs to be kept at specified temperatures and how to ensure this.	
K10	The causes of food spoilage, how to recognise it and what to do if you discover food spoilage.	

Notes/Comments

Assessor signature: _____**Date:** _____