



Unit F2N2 04 (526)

Monitor and Control Quality of Work Activities in Food Manufacture

Unit Summary

This Unit is about following standard operating procedures to perform basic tests on samples. You need to check and prepare equipment and the environment for testing; prepare test samples; conduct tests; and record test results. You also need to interpret test results and maintain the integrity of samples.

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 Intermediate 2

- ◆ Analyse a situation or issue.
- ◆ Plan, organise and complete a task.
- ◆ Review and evaluate a problem solving activity.

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 Prepare for testing</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Confirm that the correct documentation is available before testing begins. (b) Check that testing equipment is calibrated and in a serviceable condition. (c) Confirm that all required resources are available and prepared for use. (d) Identify and report unserviceable equipment. (e) Confirm the relevant controlled conditions for testing. (f) Check that the correct sample has been selected. 	<p>Evidence of preparing for testing in accordance with workplace procedures.</p>	
<p>2 Prepare test sample</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Check the integrity of samples. (b) Handle and use samples safely. 	<p>Evidence of preparing test sample in accordance with workplace procedures.</p>	
<p>3 Conduct tests and record results</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Carry out tests in line with standard operating procedures. (b) Follow standard operating procedures to record relevant information and data. (c) Record, investigate and report deviations from expected results to relevant person(s). 	<p>Evidence of conducting tests and record results in accordance with workplace procedures.</p>	

		Evidence Requirements (cont)	
4	<p>Work safely and hygienically</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Follow the environmental protection and health and safety requirements. (b) Clean and store equipment and materials to be re-used. (c) Handle and dispose of other equipment and materials safely and correctly. (d) Restore the working area to an appropriate condition. 	<p>Evidence of working safely and hygienically in accordance with workplace procedures.</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		
3		
4		

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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	The environmental protection, health and safety requirements and procedures for preparation and testing including personal protective equipment.	
K2	Why standard operating procedures are important and how to use them for quality control.	
K3	How to prepare testing equipment.	
K4	Features of testing equipment and how to use them safely.	
K5	What calibration checks on equipment are required.	
K6	Why it is important to ensure the fitness for purpose and serviceability of equipment.	
K7	Why it is important to report defective equipment.	
K8	How to identify suitable samples for testing.	
K9	How to check integrity of samples and why this is important.	
K10	Methods of safe storage and sample preparation.	
K11	How to dispose of testing materials safely.	
K12	Reporting procedures and actions to take for product non-compliance.	
K13	How to calculate test results.	
K14	How to assess product against key factors in product specifications using approved methods.	
K15	Acceptable levels of tolerance in quality interpretation and decision-making.	
K16	Why it is important to keep records of assessment and findings.	
K17	How to make recommendations for corrective actions.	
K18	How to access and interpret product specifications.	

Notes/Comments

Assessor signature: _____

Date: _____