



Unit F2J8 04 (529)

Carry Out Quality Audits in Food Manufacture

Unit Summary

This Unit is about assessing the extent to which people within your business or in other organisations comply with agreed quality systems and procedures.

You will need to implement a quality audit according to the agreed plan and procedures; identify discrepancies between actual practice and agreed procedures; and agree and record what corrective action will be taken and by when. The Unit also involves following up quality audits.

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:

Communication Intermediate 2

- ◆ Produce well structured written communication.

Working with Others Intermediate 2

- ◆ Work with others in a group to analyse, plan and complete an activity.

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>Audit compliance against quality systems by identifying discrepancies between practice and procedure</p> <p>This means you:</p> <p>1 (a) Give auditees the required notice period of your intention to audit and confirm responsibilities and procedures which apply to their work.</p> <p>(b) Carry out quality audits according to an agreed plan and schedule, and your investigation is sufficiently detailed to reveal any discrepancies.</p> <p>(c) Agree with auditees relevant corrective action and the date by which it should be carried out, and you seek advice from relevant people if you cannot agree a discrepancy or corrective action.</p> <p>(d) Conduct audits in a way which enhances the confidence and commitment to quality of auditees, and complete records in accordance with agreed procedures.</p>	<p>Evidence of auditing compliance against quality systems in accordance with workplace procedures.</p>	

	Evidence Requirements (cont)	
<p>Follow up quality audits</p> <p>This means you:</p> <p>2 (a) Make your quality audit reports available to authorised people in accordance with procedures.</p> <p>(b) Promptly bring to the attention of relevant people any discrepancies which hold serious or immediate risks for the business or organisation.</p> <p>(c) Check with auditees that corrective action has been carried out by the agreed dates.</p> <p>(d) Report any persistent problems in achieving compliance with quality systems to relevant people.</p> <p>(e) Make appropriate recommendations for improvements to procedures to relevant people.</p>	<p>Evidence of following quality audits 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		

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	Relevant legal, regulatory and ethical requirements impacting on auditing system.	
K2	Current industry trends and developments for carrying out audits.	
K3	Examples of good industry practice in making recommendations for quality improvements.	
K4	How to evaluate actual practice against procedures in order to identify discrepancies.	
K5	The principles and processes of effective communication and how to apply them.	
K6	How to make recommendations for improvements and to whom you need to report, present and make recommendations.	
K7	Organisational procedures and timing for communication and reporting.	
K8	Methods of seeking out information and how to apply them.	
K9	How to enhance the confidence and commitment of those being audited.	
K10	The organisation's quality policies and procedures.	
K11	The organisation's plan and schedule for carrying out quality audits.	
K12	The organisation's structure and the responsibilities of people within it.	
K13	The people to turn to for advice on quality auditing issues.	
K14	The records of the quality audit that are required.	
K15	The people who are authorised to see quality audit reports.	
K16	The principles of quality auditing and how to conduct an audit investigation.	
K17	How to identify appropriate corrective action and agree a reasonable date for it to be carried out.	
K18	How to evaluate the risks which discrepancies may hold for an organisation.	
K19	Reports from auditors and how to interpret them.	
K20	The period of notice of intention to audit required.	
K21	The procedures which apply to different people.	
K22	The corrective action and dates agreed with auditees.	

Notes/Comments

Assessor signature: _____ **Date:** _____