



Unit F2N2 04 (526)

Monitor and Control Quality of Work Activities in Food Manufacture

Unit Summary

This Unit is about monitoring and controlling the quality of work activities of individuals and teams in a food and drink production environment. You need to follow relevant policies and procedures that apply to your area of work and report on the quality of work activities against specifications. You also need to make a positive contribution to continuous improvement.

This Unit is relevant to you if your role involves monitoring activities to ensure that quality standards are being met.

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</p> <p>Monitor and control activities to ensure quality results</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Check that there are sufficient resources available to complete work activities within your own area of responsibility. (b) Follow legal and standard operational requirements to monitor your work. (c) Monitor consistently the variances in work activities against specifications. (d) Complete all relevant quality checks correctly and accurately. 	<p>Evidence of monitoring and controlling activities to ensure quality results in accordance with workplace procedures.</p>	
<p>2</p> <p>Report on quality of work activities against specifications</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Report all instances of non-compliance accurately and promptly to relevant person(s). (b) Identify and report opportunities for improvement in work activities to relevant person(s). (c) Identify implications of changes on quality control mechanisms and make sure that the change is documented accurately. (d) Access information from appropriate sources to support your report and recommendations. (e) Complete all quality records accurately and in line with operational procedures. 	<p>Evidence of reporting on quality of work activities against specifications 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

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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 and standard operating requirements related to food safety, health and safety, the environment and quality monitoring	
K2	Why it is important to conform to statutory regulations	
K3	Current practice for compliance with relevant legislation and industry codes of practice	
K4	Procedures for monitoring quality	
K5	Lines of reporting and where to obtain advice and support	
K6	Why it is important to make recommendations for continuous improvement	
K7	Why it is important to keep accurate and complete records, and how to do so	
K8	How to record problems and what corrective actions can be taken	
K9	How to report problems and difficulties	
K10	How to organise work to meet predetermined schedules and why this is important	
K11	Types of resources available for monitoring purposes	
K12	How to make the most effective use of resources	
K13	Why throughput should be monitored	
K14	Types of monitoring systems and how to monitor throughput	
K15	Actions that can be taken to minimise problems affecting throughput	
K16	How to identify and solve problems which affect throughput	
K17	How operational parameters affect the achievement of output targets	
K18	Why monitoring and control systems are used	
K19	Consequences of ineffective monitoring, control systems and processes	
K20	How to use monitoring and control systems	
K21	Actions which can be taken to minimise downtime and disruption to the process	
K22	How to use specifications for monitoring and controlling the quality of work	
K23	How to identify non-conformance in quality	
K24	Procedures for non-conformance	
K25	How to develop and implement solutions to non-conformance	

Notes/Comments

Assessor signature: _____ **Date:** _____