

Unit IMPPO105 (J5MT 04) Report and Record Production Information in Food and Drink Operations

I confirm that the evidence detailed in this unit is my own work.

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| **Candidate’s name** |  | **Candidate’s signature** |  | **Date** |
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I confirm that the candidate has achieved all the requirements of this unit.

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| **Assessor’s name** |  | **Assessor’s signature** |  | **Date** |
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| **Countersigning — Assessor’s name****(if applicable)** |  | **Countersigning — Assessor’s signature****(if applicable)** |  | **Date** |
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I confirm that the candidate’s sampled work meets the standards specified for this unit and may be presented for external verification.

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| **Internal verifier’s name** |  | **Internal verifier’s signature** |  | **Date** |
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| **Countersigning — Internal verifier’s name****(if applicable)** |  | **Countersigning — Internal verifier’s signature****(if applicable)** |  | **Date** |
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| **External Verifier’s initials and date (if sampled)** |  |

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| **Unit overview** |
| This standard covers the skills and knowledge needed for you to report and record production information in food and drink operations and the associated supply chain.  |

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| **Sufficiency of evidence** |
| There must be sufficient evidence to ensure that the candidate can consistently achieve the required standard over a period of time in the workplace or approved realistic working environment. |

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| **Performance criteria** |
| **What you must do:** |
| There must be evidence for **all** Performance Criteria (PC). |
|  **Record operational activities**1. Identify information and data that needs to be reported
2. Identify the method of recording information and data in accordance with company procedures
3. Record information and data you have collected
4. Complete records in accordance with company procedures
5. Process and store records in accordance with company procedures

**Report on operational activities**1. Identify information and events that need to be reported
2. Report information and events to the appropriate person or people
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| **Evidence reference** | **Evidence description** | **Date** | **Performance criteria** |
| **What you must do** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** |
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| **Knowledge and understanding** | **Evidence reference****and date** |
| **What you must know and understand** |
| For those knowledge statements that relate to **how** the candidate should do something, the assessor may be able to infer that the candidate has the necessary knowledge from observing their performance or checking products of their work. In **all** other cases, evidence of the candidate’s knowledge and understanding must be gathered by alternative methods of assessment (eg oral or written questioning). |
| 1 | Situations, events, problems and information that needs reporting |  |
| 2 | Why it is important to report clearly, concisely and accurately |  |
| 3 | Why it is important to establish facts before reporting |  |
| 4 | Why it is important to provide adequate detail when reporting |  |
| 5 | Why it is important to report within required timescales |  |
| 6 | Types of information and data that need to be recorded |  |
| 7 | People to whom reports should be made |  |
| 8 | Principles of verbal and written reporting |  |
| 9 | Reporting by electronic means |  |
| 10 | Methods of recording information and data |  |
| 11 | The importance of working with others to obtain and check information |  |
| 12 | Consequences of inaccurate reporting |  |
| 13 | Why it is important to record information and data methodically |  |
| 14 | Why it is important to record information and data accurately and the consequences of errors in doing so |  |
| 15 | How to process and store information and data |  |
| 16 | The purpose of records in the maintenance of traceability |  |
| 17 | The importance of traceability in quality assurance |  |
| 18 | The concept of due diligence including legal defence |  |

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# Supplementary evidence

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| --- | --- |
| **Evidence** | **Date** |
| 1 |  |  |
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| **Assessor feedback on completion of the unit** |
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