



## Unit F2N3 04 (115)

## Report and Record Basic Operations in Food Manufacture

### Unit Summary

Reporting and recording are important tasks for people in many jobs in food and drink manufacturing. This Unit covers the reporting and recording of basic operations in food and drink manufacturing. These records are particularly important to protect food safety and comply with internal and external quality checks and 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 Access 2

- ◆ Read and understand very simple written communication.
- ◆ Produce very simple written communication.

#### Numeracy Access 2

- ◆ Apply simple numerical skills in familiar everyday contexts.

#### Working With Others Access 2

- ◆ Work with others in a group to complete a simple, familiar activity under supervision.

#### Problem Solving Access 2

- ◆ Plan, organise and complete a very simple familiar task.
- ◆ Review and evaluate a very simple, familiar 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>Record basic operations</p> <p>This means you:</p> <p>1 (a) Identify information and data that needs to be recorded.</p> <p>(b) Identify the correct method of recording information and data to the appropriate person.</p> <p>(c) Record information and data you have collected.</p> <p>(d) Complete records clearly and accurately within defined timescales.</p> <p>(e) Follow company procedures to process records.</p>	<p>Evidence of recording two different types of basic production related operations.</p>	
<p>Report on basic operations</p> <p>This means you:</p> <p>2 (a) Identify information and events that need to be reported.</p> <p>(b) Report information and events to the appropriate person or people.</p> <p>(c) Make verbal reports of information and events.</p> <p>(d) Check that your reporting of information and events is to the point and accurate.</p>	<p>Evidence of verbal reporting on two different types of basic production related operations.</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

**Unit F2N3 04 (115)**

**Report and Record Basic Operations in Food  
Manufacture**

<b>Candidate name:</b>		<b>Assessor initials/date</b>
<b>No</b>	<b>Activity</b>	
1		
2		

<b>You need to know and understand</b>		<b>Evidence</b>
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	Situations, events, problems and information that needs reporting.	
K2	How to report clearly, concisely and accurately.	
K3	Why it is important to report promptly.	
K4	The purpose of keeping records.	
K5	Types of information and data that need to be recorded.	
K6	People to whom reports should be made.	
K7	How to record information and data accurately.	
K8	Consequences of inaccurate records.	
K9	Why it is important to check information with relevant people.	

Notes/Comments

**Assessor signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_