



Unit XXXX 04 (204)

Maintain Product Quality in Food Manufacture

Unit Summary

This Unit is about maintaining product quality in food and drink manufacturing operations. This can be applied to either processing or packaging operations. You need to be able to check product and materials against the required quality standards; record results and take appropriate action if there are problems.

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 3

- ◆ Produce simple written communication.

Problem Solving Access 3

- ◆ Analyse a simple situation or issue.
- ◆ Review and evaluate a simple problem solving activity.

Problem Solving Intermediate 1

- ◆ Analyse a straightforward situation or issue.

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: _____

<p>You must be able to</p>	<p>Evidence Requirements</p> <p>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.</p> <p>Your evidence must be work-based, simulation alone is only allowed where shown in <i>bold italics</i></p>	<p>Evidence/ Activity Ref No.</p>
<p>1</p> <p>Maintain quality checks effectively</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Follow the health, safety and hygiene requirements when carrying out quality checks. (b) Follow the specified methods and procedures for checking product quality. (c) Compare accurately the results of quality checks against required standards. (d) Record correctly the results of quality checks. (e) Take action within the limits of your authority to maintain product quality. 	<p>Evidence of maintaining quality checks in accordance with workplace procedures during high level production.</p>	
<p>2</p> <p>Report to others clearly</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Communicate accurate results of both quality checks and actions taken to the relevant people at the appropriate time. (b) Check that all required records are accurate, complete and written clearly. 	<p>Evidence of reporting quality checks and actions in accordance with workplace procedures when production is impaired.</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	What the required standards of health and safety, hygiene and quality are and the possible consequences of not meeting them.	
K2	How to carry out quality checks and why it is important to do so.	
K3	What to do if quality checks show that there is a non-conformance with the required standard.	
K4	How to keep records safe and secure and why it is important to do so.	
K5	What the lines and methods of communication are within your organisation.	
K6	What the limits of your own authority and competence are and why it is important to work within them.	

Notes/Comments

Assessor signature: _____ **Date:** _____