



Unit XXXX 04 (214)

Supply Materials for Production in Food Manufacture

Unit Summary

This Unit is about ensuring that there are sufficient and timely supplies of food and drink materials to meet production requirements. It covers matching production needs with availability of supplies as well as maintaining that supply to ensure smooth running in production.

This Unit is for you if you work in food and drink operations and your job requires you to arrange for supplies of food and drink materials for the production area.

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:

Numeracy Access 3

- ◆ Apply simple numerical skills in everyday contexts.

Problem Solving Access 3

- ◆ Plan, organise and complete a simple task.
- ◆ Analyse a simple 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: _____

You must be able to	Evidence Requirements	Evidence/ Activity Ref No.
<p>Match production needs with availability of supplies.</p> <p>This means you:</p> <p>1 (a) Find out the service and supply needs of the production area and workstations.</p> <p>(b) Obtain and check the supplies to meet the demands of production.</p> <p>(c) Report discrepancies in the supplies to the relevant person.</p>	<p>Evidence of matching production needs with the availability of supplies and take effective action in response to two operating problems.</p>	
<p>Maintain supply of materials to production area and workstations.</p> <p>This means you:</p> <p>2 (a) Transfer the required quantities of supplies to the production areas and workstations.</p> <p>(b) Store the supplies for the production area and workstations at the specified levels to meet the demands of production.</p> <p>(c) Maintain the supplies to the production area and workstations at the specified levels to meet the demands of production.</p>	<p>Evidence of maintaining the supply of materials to production.</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	How to find out the service and supply needs of the production area and workstations.	
K2	Why service and supply needs should be accurately and regularly identified.	
K3	The specific levels of supplies to be maintained at the production area and workstations.	
K4	How to identify and select supplies.	
K5	Why discrepancies in supplies should be reported.	
K6	Allocated specific areas for supplies to the production area and workstations, and why these must be used.	
K7	How to store supplies.	
K8	What the operational requirements are.	
K9	Types and quantities of materials used in the production process.	
K10	How short supplies of materials affect production runs.	

Notes/Comments

Assessor signature: _____ **Date:** _____