



Unit XXXX 04 (239)

Contribute to Developing Production Specifications in Food Manufacture

Unit Summary

This Unit is about developing production specifications for food and drink manufacturing operations. You will need to develop quality criteria and specifications that may be used across a wide range of activities within the industry. You will need to identify and draft criteria, consult with others in agreeing final specifications that are in line with statutory and operational requirements.

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

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

Numeracy Access 3

- ◆ Apply simple numerical skills in everyday contexts.

Working With Others Access 3

- ◆ Work with others in a group to complete a simple activity.

Problem Solving Access 3

- ◆ Plan, organise and complete a simple task.
- ◆ Analyse a simple situation or issue.
- ◆ Review and evaluate a simple 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 Identify criteria</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Consult the relevant person(s) and obtain their opinions to ascertain the criteria required for the development of specifications. (b) Assess the products and processes, relevant information and influencing factors and determine the validity of the identified criteria. (c) Assess the validity of the proposed checking methods against the identified criteria. 	<p>Evidence of identifying criteria in accordance with workplace procedures.</p> <p>This means contributing to the development of two specifications.</p>	
<p>2 Draft criteria and consult with others</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Assemble the criteria into a consistent order in a draft specification and submit it to the relevant person(s) for comment. (b) Monitor and evaluate the criteria used in specifications to check that they continue to be relevant to customer, product and process requirements. (c) Take corrective action, in line with your limits of authority, to deal with any discrepancies. 	<p>Evidence of drafting criteria and consultations with others in accordance with workplace procedures.</p> <p>This means contributing to the development of two specifications.</p>	

		Evidence Requirements	
3	<p>Agree and submit final specification</p> <p>This means you:</p> <p>(a) Agree with the relevant person(s) which criteria will be incorporated into the final specification.</p> <p>(b) Submit the final specifications, including accurate criteria, in a suitable manner and format for the approval of the relevant person(s).</p>	<p>Evidence of agreeing and submitting final specifications in accordance with workplace specifications.</p> <p>This means contributing to the development of two specifications.</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		
3		

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	Why it is important to consult others and who to consult with on the development of specifications.	
K2	How to consult with others and obtain their opinions.	
K3	How to develop criteria for inclusion in specifications and the criteria needed.	
K4	How to assemble and assess criteria for inclusion for specifications.	
K5	The specification formats.	
K6	How to draft and submit specifications for approval.	
K7	The specification development processes and procedures.	
K8	How to monitor and evaluate specifications.	
K9	Relevant statutory regulations and operational requirements and how they affect specifications development.	
K10	What criteria are used to develop specifications.	
K11	How to assess the validity of the criteria.	
K12	How to ensure that the criteria are relevant to the customer, product and process requirements.	
K13	The corrective actions which can be taken when criteria fail to meet the customer, product and process requirements.	
K14	What checking methods and techniques are available.	
K15	How to assess the validity of the selected checking methods.	
K16	How to assess criteria and identify the inputs, outputs and intermediate stages of products and processes.	
K17	The sampling, checking and testing procedures that are available.	
K18	How to assess the cost-effectiveness of specifications.	
K19	How to check that the specification is achievable.	
K20	How to assess the best use of resources.	
K21	How to identify and solve problems in achieving the specifications.	
K22	What constitutes acceptable deviations and concessions — in product and process specifications.	
K23	The effect of deviations and concessions in product and process specifications.	
K24	How to incorporate acceptable deviations and concessions into specifications.	
K25	The impact of food safety, health and safety, and environmental protection regulations on the development of specifications.	

Notes/Comments

Assessor signature: _____ **Date:** _____