



Unit XXXX 04 (240)

Report and Record Production Operations in Food Manufacture

Unit Summary

Reporting and recording are important tasks for people in many jobs. In the food and drink industry legislation demands that organisations keep accurate and detailed records. 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.

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 Record operational activities</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Identify information and data that needs to be reported. (b) Identify the correct method of recording information and data. (c) Record information and data you have collected. (d) Complete records clearly and accurately within defined timescales. (e) Follow company procedures to process and store records. 	Evidence of recording operational activities in accordance with workplace procedures.	
<p>2 Report on operational activities</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Identify information and events that need to be reported. (b) Report information and events to the appropriate person or people. (c) Make verbal reports of information and events. (d) Make written reports of information and events. (e) Check that your reporting of information and events is to the point and accurate. 	Evidence of reporting on operational activities in accordance with workplace procedures.	

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	Situations, events, problems and information that needs reporting.	
K2	Why it is important to report clearly, concisely and accurately.	
K3	Why it is important to establish facts before reporting.	
K4	Why it is important to provide adequate detail when reporting.	
K5	Why it is important to report promptly.	
K6	Types of information and data that need to be recorded.	
K7	People to whom reports should be made.	
K8	Principles of verbal and written reporting.	
K9	Reporting by electronic means.	
K10	Methods of recording information and data.	
K11	The importance of working with others to obtain and check information.	
K12	Consequences of inaccurate reporting.	
K13	Why it is important to record information and data methodically.	
K14	Why it is important to record information and data accurately and the consequences of errors in doing so.	
K15	The purpose of records in the maintenance of traceability.	
K16	The importance of traceability in quality assurance.	
K17	The concept of due diligence including legal defence.	

Notes/Comments

Assessor signature: _____

Date: _____