



Unit XXXX 04 (244)

**Diagnose Production Problems in Food
Manufacture**

Unit Summary

This Unit is about identifying production problems quickly in order to prevent any loss in production time within food and drink manufacturing operations (including multi-stage operations). It covers identifying problems, finding out what they are and reporting them to the appropriate people. Making decisions and communicating effectively are essential features of this Unit.

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.
1	Identify production problems This means you: (a) Recognise differences from normal operating conditions quickly and accurately assess the impact of these problems. (b) Take the appropriate action to make sure you and your colleagues remain safe.	Evidence of identifying production problems in accordance with workplace procedures.	
2	Diagnose production problems This means you: (a) Check and follow legal or regulatory requirements, hygiene, health and safety and environmental standards. (b) Find out the nature, cause and the effect of the problems. (c) Investigate problems in a safe and cost-effective manner, with minimum delay or wastage.	Evidence of diagnosing production problems in accordance with workplace procedures. This must include at least two types of production problems.	
3	Report production problems This means you: (a) Communicate clearly and accurately the problems to the appropriate person. (b) Complete all records accurately, clearly and process it promptly.	Evidence of reporting production problems 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		
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	To what standards of health and safety and hygiene you are required to work and why it is important that you do so.	
K2	What the relevant product and process specifications are.	
K3	How to recognise differences from specification.	
K4	What the relevant operating procedures, standards and critical control factors are in your area of work.	
K5	What typical operating problems occur in your area of work and their possible effect on other operations.	
K6	How the relevant plant and equipment works.	
K7	How to use any relevant tools and test equipment.	
K8	How to investigate problems in a safe and cost-effective manner and why it is important to do so.	
K9	What different methods can be used to gather evidence about problems.	
K10	How to analyse problems to determine their nature, cause and effects.	
K11	What the limits of your own authority and competence are and why it is important to work within them.	
K12	What the lines and methods of effective communication are and why it is important to use them.	
K13	What the documentation requirements are and why it is important to meet them.	

Notes/Comments

Assessor signature: _____

Date: _____