



Unit F2JN 04 (273)

Contribute to Maintaining Stock Security and Minimising Losses in Food Manufacture

Unit Summary

The maintenance of security, the monitoring of losses and dealing with threats to security are essential activities in the operation of a profitable food and drink manufacturer and secure workplace.

This Unit covers maintaining the security of employees, stock, materials, cash and the workplace, and dealing with threats to security. The Unit includes procedures for dealing with theft and suspected theft, methods of managing and minimising security risks and maximising the protection of self, others, cash, stock, materials, equipment and premises.

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 Intermediate 2

- ◆ Work with others in a group to analyse, plan and complete an activity.

Problem Solving Intermediate 1

- ◆ Analyse a straightforward situation or issue.
- ◆ Plan, organise and complete a straightforward task.
- ◆ Review and evaluate a straightforward problem solving activity.

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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>Contribute to the maintenance of security</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Implement security checks and confirm that checks carried out by others are performed correctly. (b) Check for potential breaches of security from customer pilferage, staff pilferage and external threats. (c) Explain the use of security systems and procedures to the relevant people. (d) Identify potential and actual breaches of security and assess the problem. (e) Make relevant and achievable recommendations for action to control the breach of security, which comply with legal and organisational requirements. (f) Check that the actions agreed to control the breach of security are implemented correctly. (g) Process the necessary documentation completely, accurately, legibly and correctly. 	<p>Evidence of contributing to the maintenance of security in accordance with workplace procedures.</p>	
<p>2</p> <p>Monitor losses and investigate problems within area of responsibility</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Assess the actual losses against the potential loss forecast on a regular basis. (b) Identify and investigate indications of theft and unacceptable losses. (c) Establish the cause of losses. (d) Identify improvement opportunities and make recommendations to the relevant people. 	<p>Evidence of monitoring losses and investigating problems within your areas of responsibility and in accordance with workplace procedures.</p> <p><i>Simulation is acceptable to generate evidence for 'indications of theft and unacceptable losses'.</i></p>	

		Evidence Requirements (cont)	
2 (cont)	<ul style="list-style-type: none"> (e) Check that the actions agreed to minimise the risks of losses and theft are implemented correctly. (f) Check that the implemented actions are effective in minimising losses and theft. (g) Process the necessary documentation completely, accurately, legibly and correctly. 		
3	<p>Implement procedures to deal with security alerts</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Identify and deal with security alerts in accordance with organisational and legal requirements. (b) Identify and deal with hoax security alerts in accordance with organisational and legal requirements. (c) Take action to deal with security alerts in ways which will minimise risks and maximise protection. (d) Report security alerts to the relevant people. (e) Process the necessary documentation completely, accurately, legibly and correctly. 	<p>Evidence of implementing procedures to deal with security alerts in accordance with workplace procedures.</p> <p><i>Simulation is acceptable to generate evidence for 'security alerts and hoax security alerts'.</i></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

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Candidate name:		Assessor initials/date
No	Activity	
1		
2		
3		

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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	The organisational policy, procedures and objectives of security procedures.	
K2	Implications of statutory legislation on security systems and procedures.	
K3	The documentation required to inform and maintain security procedures.	
K4	The importance of security and the potential effect of inadequate security systems and procedures.	
K5	How to carry out security checks.	
K6	How to check that security procedures are being followed correctly.	
K7	How to identify breaches of security.	
K8	How to assess security problems.	
K9	Roles, responsibilities and accountability of self and others.	
K10	How to communicate effectively.	
K11	How to make recommendations to control breaches of security.	
K12	How to assess actual losses against forecast losses.	
K13	Organisational loss policy and parameters.	
K14	Procedures for dealing with losses and how to identify improvement opportunities.	
K15	How to recognise and respond to security alerts.	
K16	How to identify and respond to hoax security alerts.	
K17	The importance of minimising risks and maximising protection.	
K18	How to report security alerts.	
K19	The need for accurate and complete records.	

Notes/Comments

Assessor signature: _____**Date:** _____