



## Unit F2J9 04 (524)

## Carry Out Sampling for Quality Control in Food Manufacture

### Unit Summary

This Unit is about using standard operating procedures involving the taking of basic samples. You need to follow standard operating procedures in preparing products for sampling and obtaining a representative sample. You also need to maintain the integrity of the sample to allow for traceability and to avoid product contamination.

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

- ◆ Analyse a simple situation or issue.
- ◆ Plan, organise and complete a simple task.

***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 Prepare for sampling</p> <p>This means you:</p> <ul style="list-style-type: none"> <li>(a) Check that the conditions for sampling are suitable and in line with company procedures.</li> <li>(b) Select correct equipment and materials and check that they are fit for purpose and available for use.</li> <li>(c) Prepare equipment and materials in line with company procedures.</li> </ul>	<p>Evidence of preparing for sampling in accordance with workplace procedures.</p>	
<p>2 Carry out sampling</p> <p>This means you:</p> <ul style="list-style-type: none"> <li>(a) Follow health, safety and hygiene regulations when carrying out sampling procedures.</li> <li>(b) Identify and obtain samples at the specified times and from the designated batches of products.</li> <li>(c) Follow the procedures for obtaining, labelling and recording sampling consistently.</li> <li>(d) Prepare sample products for assessment against product specification according to operational procedures.</li> <li>(e) Record sampling accurately and clearly, and report to the relevant person.</li> <li>(f) Clean sampling equipment and materials to be re-used and correctly dispose of other equipment and materials.</li> </ul>	<p>Evidence of carrying out sampling in accordance with workplace procedures.</p>	

		Evidence Requirements (cont)	
3	<p>Maintain integrity of sample</p> <p>This means you:</p> <ul style="list-style-type: none"> <li>(a) Record information about the sample for traceability purposes.</li> <li>(b) Follow instructions to maintain the condition of the sample.</li> <li>(c) Protect the sample from sources of contamination.</li> </ul>	<p>Evidence of maintaining integrity of sampling in accordance with workplace procedures.</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

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

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<b>You need to know and understand</b>		<b>Evidence</b>
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 purpose and methods of sampling.	
K2	Procedures for sampling.	
K3	Why it is important to label and identify samples.	
K4	Why it is important to maintain the integrity of samples.	
K5	What tolerances are and why they are important.	
K6	Actions to be taken when results are out-of-specification.	
K7	Operational and regulatory requirements for sampling product quality.	
K8	Relevant environmental protection, health and safety requirements and procedures for sampling, including any risk to source.	
K9	Controls in the sampling process.	
K10	How to prepare products for assessment against product specifications.	
K11	How to access and interpret product specifications.	
K12	How to identify defective equipment and what action to take.	
K13	Reasons for controlled conditions.	
K14	How to handle, store and dispose of sample materials.	
K15	What sample information is required?	
K16	Procedures for maintaining sample condition.	
K17	Types of abnormal conditions that may affect sampling.	
K18	Types of sampling containers.	
K19	What documentation and labelling systems are required to ensure traceability?	

Notes/Comments
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**Assessor signature:** \_\_\_\_\_**Date:** \_\_\_\_\_