



## Unit F2NB 04 (527)

## Monitor and Control Throughput to Achieve Targets in Food Manufacture

### Unit Summary

This Unit is about monitoring and controlling the volume and quality of throughput to achieve targets in a food and drink production environment. You need to organise work to meet schedules and targets, and make effective use of resources. You also need to identify, record and report problems affecting the volume of throughput.

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

- ◆ Produce simple written communication.

#### Numeracy Intermediate 2

- ◆ Apply a wide range of numerical skills in everyday and generalised contexts.
- ◆ Interpret and communicate graphical information in everyday and generalised contexts.

#### Problem Solving Intermediate 2

- ◆ Analyse a situation or issue.
- ◆ Plan, organise and complete a task.
- ◆ Review and evaluate a 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.
1	<p>Monitor and control throughput to achieve targets</p> <p>This means you:</p> <ul style="list-style-type: none"> <li>(a) Organise work to meet predetermined schedules and targets and make effective use of resources.</li> <li>(b) Monitor the volume of throughput in line with operational requirements.</li> <li>(c) Achieve production run output targets within the operational parameters.</li> <li>(d) Investigate output targets within the operational parameters.</li> </ul>	<p>Evidence of monitoring and controlling throughput to achieve targets in accordance with workplace procedures.</p>	
2	<p>Take action against problems affecting volume of throughput</p> <p>This means you:</p> <ul style="list-style-type: none"> <li>(a) Identify problems affecting the volume of throughput and take corrective action to rectify and minimise the effects of the problems.</li> <li>(b) Report problems, which exceed the limits of your authority, to the relevant person(s) and check that the problems are dealt with.</li> </ul>	<p>Evidence of taking action against problems affecting volume of throughput in accordance with workplace procedures.</p> <p>This must include two types of variances eg schedule changes, lack of people resource, lack of physical resource, process downtime, equipment failure, product variance from specification.</p>	
3	<p>Record and report volume of throughput</p> <p>This means you:</p> <ul style="list-style-type: none"> <li>(a) Record and report accurately the volume of throughput to the relevant person(s) within the specified timescale.</li> </ul>	<p>Evidence of recording and reporting volume of throughput 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

**Unit F2NB 04 (527)**

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

**Unit F2NB 04 (527)****Monitor and Control Throughput to Achieve Targets in Food Manufacture**

<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	Relevant legal and standard operating requirements related to food safety, health and safety, the environment and quality monitoring.	
K2	Why it is important to conform to statutory regulations.	
K3	Current practice for compliance with relevant legislation and industry codes of practice.	
K4	Procedures for monitoring quality.	
K5	Lines of reporting and where to obtain advice and support.	
K6	Why it is important to make recommendations for continuous improvement.	
K7	Why it is important to keep accurate and complete records, and how to do so.	
K8	How to record problems and what corrective actions can be taken.	
K9	How to report problems and difficulties.	
K10	How to organise work to meet predetermined schedules and why this is important.	
K11	Types of resources available for monitoring purposes.	
K12	How to make the most effective use of resources.	
K13	Why throughput should be monitored.	
K14	Types of monitoring systems and how to monitor throughput.	
K15	Actions that can be taken to minimise problems affecting throughput.	
K16	How to identify and solve problems which affect throughput.	
K17	How operational parameters affect the achievement of output targets.	
K18	Why monitoring and control systems are used.	
K19	Consequences of ineffective monitoring, control systems and processes.	
K20	How to use monitoring and control systems.	
K21	Actions which can be taken to minimise downtime and disruption to the process.	
K22	How to use specifications for monitoring and controlling the quality of work.	
K23	How to identify non-conformance in quality.	
K24	Procedures for non-conformance.	
K25	How to develop and implement solutions to non-conformance.	

Notes/Comments

**Assessor signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_