



Unit F2MF 04 (538)

Maintain, Promote and Improve Environmental Good Practice in Food Manufacture

Unit Summary

This Unit is about maintaining, monitoring and improving environmental practice in food and drink manufacturing operations. You will need to follow the legislative and organisational requirements to maintain environmental good practice. You will need to inform others of their responsibilities; monitor their work practices; ensure you adopt good practices and respond to any environmental damage. You will also need to encourage others to adopt good practice, evaluate current work practices and make recommendations for improvements.

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 Intermediate 2

- ◆ Produce well structured written communication.

Working with Others Intermediate 2

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

Problem Solving Intermediate 2

- ◆ Analyse a situation or issue.
- ◆ Plan, organise and complete a straightforward 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: _____

<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>Maintain and promote environmental good practice</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Inform others accurately of their responsibilities in relation to environmental good practice. (b) Check that your own work practices comply with environmental good practice. (c) Monitor the working practices of others and evaluate their impact on the environment. (d) Encourage others positively to maintain environmental good practice. (e) Follow the correct procedures when any environmental damage occurs. (f) Complete the necessary documentation accurately and legibly, and process it correctly. 	<p>Evidence of maintaining and promoting environmental good practice in accordance with workplace procedures.</p>	
<p>2</p> <p>Improve environmental practice within the workplace</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Identify and make opportunities to encourage others to adopt environmental good practice. (b) Evaluate work practices for effectiveness, seek areas for improvement, and communicate any recommendations for improvements to the relevant person. 	<p>Evidence of improving environmental practice in accordance with workplace procedures.</p>	

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		Evidence Requirements (cont)	
2 (cont)	<ul style="list-style-type: none">(c) Present clear recommendations at an appropriate time and with the right level of detail.(d) Provide information regarding recommendations clearly, accurately and with an appropriate degree of urgency.(e) Complete the necessary documentation accurately and legibly, and process it correctly.		

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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Good Practice in Food Manufacture**

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	Types of pressures on the environment that may occur and how these should be taken into account when planning work.	
K2	The different methods that can be used to minimise environmental damage.	
K3	The levels of responsibilities of individual team members in relation to maintaining environmental good practice.	
K4	How the efficient use of resources such as transportation, equipment, energy and materials contributes to maintaining environmental good practice.	
K5	The organisational and legislative requirements relating to environmental damage.	
K6	The limits of your own authority and why it is important not to exceed them.	
K7	Reporting procedures for environmental accidents and near misses, and why it is important to follow them.	
K8	How environmental good practice can be adopted or improved.	
K9	The organisational policy relating to environmental good practice.	
K10	How to communicate the importance of environmental good practice effectively to others.	
K11	Methods of presenting recommendations and how to create systems that allow this to happen.	
K12	Why evaluating and reflecting on feedback concerning recommendations is important, and how such feedback can be used to shape further recommendations.	

Notes/Comments

Assessor signature: _____ **Date:** _____