



## Unit F2P5 04 (550)

## Monitor Stored Goods and Materials in Food Manufacture

### Unit Summary

This Unit is about monitoring food and drink goods and materials in storage. You will need to identify and report any defects and discrepancies in goods and materials; mark and keep apart any defective goods and materials; and take action to deal with any goods and materials that may be hazardous.

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 1

- ◆ Produce simple but detailed written communication.

#### 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/<br>Activity<br>Ref No. |
|--|---|----------------------------------|
| <p>1 Monitor goods and materials effectively</p> <p>This means you:</p> <ul style="list-style-type: none"> <li>(a) Monitor regularly and in a way that is thorough and sufficient to identify discrepancies and defects in goods and materials.</li> <li>(b) Check in a way that meets your company's requirements.</li> <li>(c) Identify defects and discrepancies in goods and materials, and report them promptly.</li> <li>(d) Mark out clearly and separate out any goods and materials whose condition present a hazard.</li> <li>(e) Use the results of monitoring to identify realistic suggestions to improve the monitoring of goods and materials.</li> </ul> | <p>Evidence of monitoring goods and materials effectively in accordance with workplace procedures.</p> <p>This means you must identify two types of defects or discrepancies.</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 F2P5 04 (550)**

**Monitor Stored Goods and Materials in Food  
Manufacture**

| <b>Candidate name:</b> |                 | <b>Assessor<br/>initials/date</b> |
|------------------------|-----------------|-----------------------------------|
| <b>No</b>              | <b>Activity</b> |                                   |
| 1                      |                 |                                   |

| <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  | Types and characteristics of goods and materials in storage.  |                 |
| K2  | Why it is important to check goods and materials.   |                 |
| K3  | What checks to make and how to make them.   |                 |
| K4  | How to determine when variances in storage conditions are unacceptable.   |                 |
| K5  | Types of defects and how to recognise them.   |                 |
| K6  | What action to take to deal with unacceptable variances and defects and who to report to.   |                 |
| K7  | How to recognise discrepancies and defects, and goods and materials whose condition presents a hazard.                                |                 |
| K8  | What the procedures are for marking non-conforming items and keeping them apart from the rest of the goods and materials.             |                 |
| K9  | What safety and security procedures to implement.   |                 |
| K10   | Relevant national and local regulations that affect storage of goods and materials.   |                 |
| K11   | How to determine whether ideas for making improvements to the monitoring of storage facilities and goods and materials are realistic. |                 |

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|----------------|
| Notes/Comments |
|----------------|

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

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