



Unit F2NJ 04 (551)

Monitor and Maintain Storage Systems and Procedures in Food Manufacture

Unit Summary

This Unit is about monitoring and maintaining food and drink storage systems and procedures. It also covers improving systems and communications, evaluating procedures and recommending appropriate changes.

This Unit is for you if you work in food and drink operations and your job requires you to monitor storage systems and procedures. You may be a team leader, line manager or supervisor.

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/ Activity Ref No.
<p>1</p> <p>Monitor storage systems and procedures</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Monitor and follow hygiene, health and safety and environmental procedures. (b) Maintain control systems to monitor the condition of materials and the storage facility. (c) Maintain control systems to limit risks and comply with legal and company requirements and evaluate their effectiveness. (d) Complete the necessary records accurately and legibly and process them correctly. 	<p>Evidence of monitoring storage systems and procedures in accordance with workplace procedures.</p>	
<p>2</p> <p>Recommend areas for improvement and communicate with others</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Evaluate handling and storage systems and procedures for effectiveness and find areas for improvement. (b) Evaluate the impact on operations of any deficiencies in control systems and procedures and take the necessary relevant action. (c) Make suggestions for improvement to the relevant person. (d) Establish and maintain effective spoken and written communication with your managers and colleagues. 	<p>Evidence of recommending areas for improvement and communicate with others 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

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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	How to identify storage problems.	
K2	How to respond effectively to problems.	
K3	How to store products according to their nature and characteristics.	
K4	Why it is important to store products correctly?	
K5	What systems are available for storing goods and materials.	
K6	How to make best use of storage space and why this is important.	
K7	Relevant company procedures in relation to hygiene, health and safety and the environment.	
K8	What control systems are available for monitoring the condition of materials and the storage facility?	
K9	How to evaluate handling and storage systems and procedures for effectiveness.	
K10	How to respond effectively to any deficiencies in control systems and procedures.	
K11	What the monitoring and review procedures are and why it is important to follow them.	

Notes/Comments

Assessor signature: _____ **Date:** _____