



Unit F2RT 04 (564)

Produce Production Specifications in Food Manufacture

Unit Summary

This Unit is about developing specifications for food and drink manufacturing operations. You will need to develop quality specifications that may be used across a wide range of activities within the industry. You will need to check and assess the criteria, confirm the validity of specifications and develop specifications that are in line with statutory and operational requirements.

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.

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 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>Check and assess criteria</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Obtain and record the opinions of relevant person(s) on the appropriateness and validity of criteria. (b) Assess the criteria incorporated in the specification and identify the inputs, outputs and intermediate stages of products and processes. 	<p>Evidence of checking and assessing criteria in accordance with workplace procedures.</p>	
<p>2</p> <p>Confirm validity of specifications</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Confirm the validity of the sampling, checking and testing procedures to be used. (b) Check and confirm the specification to be achievable, identify problems and take relevant corrective action. 	<p>Evidence of confirming validity of specifications in accordance with workplace procedures.</p>	
<p>3</p> <p>Develop valid specifications</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Develop specifications which are cost effective and make best use of resources. (b) Develop specifications which contain accurate, legible and consistent information. (c) Develop specifications which allow for acceptable deviations and concessions based on justifiable reasons. (e) Develop specifications which conform to statutory and operational requirements. 	<p>Evidence of developing valid specifications in accordance with workplace procedures</p> <p>This means you must develop two production specifications.</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

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

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	Why it is important to consult others and who to consult with on the development of specifications.	
K2	How to consult with others and obtain their opinions.	
K3	How to develop criteria for inclusion in specifications and the criteria needed.	
K4	How to assemble and assess criteria for inclusion for specifications.	
K5	The specification formats.	
K6	How to draft and submit specifications for approval.	
K7	The specification development processes and procedures.	
K8	How to monitor and evaluate specifications.	
K9	Relevant statutory regulations and operational requirements and how they affect specifications development.	
K10	What criteria are used to develop specifications?	
K11	How to assess the validity of the criteria.	
K12	How to ensure that the criteria are relevant to the customer, product and process requirements.	
K13	The corrective actions which can be taken when criteria fail to meet the customer, product and process requirements.	
K14	What checking methods and techniques are available.	
K15	How to assess the validity of the selected checking methods.	
K16	How to assess criteria and identify the inputs, outputs and intermediate stages of products and processes.	
K17	The sampling, checking and testing procedures that are available.	
K18	How to assess the cost effectiveness of specifications.	
K19	How to check that the specification is achievable.	
K20	How to assess the best use of resources.	
K21	How to identify and solve problems in achieving the specifications.	
K22	What constitutes acceptable deviations and concessions — in product and process specifications?	
K23	The effect of deviations and concessions in product and process specifications.	
K24	How to incorporate acceptable deviations and concessions into specifications.	
K25	The impact of food safety, health and safety, and environmental protection regulations on the development of specifications.	

Notes/Comments

Assessor signature: _____

Date: _____