



Unit F2JR 04 (570)

Contribute to Security Planning and Implementation in Food Manufacture

Unit Summary

This Unit is about security and the development of contingency plans in the workplace. You need to identify potential security risks and then prepare options which will minimise the risk. You need to plan ahead to consider the types of security risks and the possible effect on the business, people, products and premises. You will need to disseminate the contingency plan to ensure it will be implemented when necessary.

You need to identify problems and breaches in security and deal with these accordingly. You need to recommend ways to improve security and you should adhere to procedures when dealing with emergency situations. All records should be completed accurately.

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

- ◆ Read, understand and evaluate 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: _____

<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 Evaluate security risks and prepare contingency plans</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Identify realistic situations and circumstances in which security risks could occur. (b) Consult the relevant people in order to gather views on the identified circumstances and ways in which the risks can be minimised. (c) Prepare contingency plans and options to cope with the identified security risks and submit these for consideration by the relevant people. (d) Include in your contingency plans and options cost and resource implications. (e) Finalise the details of the approved contingency plans. (f) Disseminate the approved contingency plans to the relevant people with sufficient information to ensure they can be implemented. 	<p>Evidence of evaluating security risks and prepare contingency plans in accordance with workplace procedures.</p>	
<p>2 Monitor and maintain the security of the workplace</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Fulfil your own responsibilities regarding maintenance of security procedures. (b) Monitor workplace security in accordance with requirements and accurately establish its effectiveness. (c) Identify potential security problems and rectify if possible within the limits of your own responsibility. 	<p>Evidence of monitoring and maintaining the security of the workplace in accordance with workplace procedures.</p>	

		Evidence Requirements (cont)	Evidence/ Activity Ref No.
2 (cont)	<ul style="list-style-type: none"> (d) Make recommendations for improving security, substantiated by reasoned argument to the relevant people. (e) Identify breaches in security and deal with them according to organisational procedures. (f) Adhere to all procedures in dealing with emergency situations. (g) Ensure all necessary records are up to date, accurate and complete. 		

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		

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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 consult with others and gather their views.	
K2	How to disseminate contingency plans to ensure their implementation.	
K3	Types of security risks you could encounter.	
K4	What constitutes an emergency situation?	
K5	Confidentiality issues that could arise.	
K6	How to prepare contingency plans in suitable formats.	
K7	The importance of up to date procedures regarding security.	
K8	How to maintain record systems.	
K9	The importance of monitoring security and improving it if possible.	
K10	How to communicate security requirements to relevant people.	
K11	How to report and record to best effect.	
K12	The importance of compliance with systems and legislation and the possible consequences of non compliance.	
K13	System requirements to monitor and maintain security issues.	
K14	How to identify security risks and to plan for their avoidance and minimisation.	
K15	Types of security risks encountered and how they should be minimised and dealt with.	
K16	External threats and how they should be dealt with.	
K17	What constitutes an emergency?	
K18	How to monitor and maintain security.	
K19	How to identify security problems and relevant solutions.	
K20	The implications of current health, safety and environmental legislation on the business and work undertaken by the individual.	
K21	How to ensure safety procedures conform to statutory requirements.	
K22	Risk assessment and how to carry this out.	

Notes/Comments

Assessor signature: _____

Date: _____