



Unit F2JP 04 (592)

Contribute to Optimising Work Areas in Food Manufacture

Unit Summary

This Unit is about optimising the use of the work area and equipment through effective monitoring and control and efficient maintenance is an important requirement in food and drink manufacturing.

This Unit is about planning, organising and using resources in order to make the best use of the work area and equipment. It includes, preparing and contributing to the maintenance of the work area and equipment. You will need to identify any deviations from expected performance of the work area and equipment and consider the implications for maintenance. You must offer solutions for the identified deviations and take the necessary corrective action. The ability to communicate and to maintain accurate and comprehensive records is also a feature of this Unit.

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.
- ◆ Produce well-structured written communication.

Numeracy Intermediate 2

- ◆ Apply a wide range of numerical skills in everyday and generalised contexts.

Information Technology Intermediate 2

- ◆ Using an IT system effectively and responsibly to process a range of information.

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.

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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.
1	<p>Control the preparation of the work area and equipment for use</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Access and interpret information and instructions for the use of the work area and employment of equipment over the work period and assess the impact on operations. (b) Allocate duties and responsibilities to others appropriate to their proven competence and availability. (c) Inspect the work location, machinery and equipment and check them against statutory environment and operational requirements. (d) Inspect the services and utilities available to the work location, machinery and equipment and check that they meet operational requirements. (e) Check that sufficient materials are available at the work locations, machines and equipment to meet production before work commences. (f) Evaluate reports received on the status of machinery and equipment after start-up and identify the impact on operations. (g) Identify and record contravention of statutory regulations and departures from operational requirements in the work location, machinery and equipment. 	<p>Evidence of controlling the preparation of the work area and equipment for use in accordance with workplace procedures.</p>	

		Evidence Requirements (cont)	
1 (cont)	<ul style="list-style-type: none"> (h) Report the contravention promptly to the relevant person(s), and take corrective action within the limits of your authority. (i) Complete the documentation accurately and legibly and make it available to the relevant person(s). 		
2	<p>Control the use of work areas</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Access and interpret the production requirements to achieve the production targets and quality specifications. (b) Agree the production requirements with relevant person(s) and implement these. (c) Seek clarification from relevant person(s) where conflict is identified between sources of information. (d) Evaluate the output of individuals against production targets and quality specifications and make arrangements to deal with rest periods, tedium of activity and diversity of individual competence in accordance with operational requirements. (e) Confirm the achievement of quality specifications, throughput targets and output with relevant persons at regular intervals to enable early identification of faults and problems. (f) Minimise wastage of consumables items and other materials and recycle re-usable materials in accordance with operational and statutory requirements. (g) Identify problems influencing the quality of products and the attainment of output targets and take relevant corrective actions within the limits of your authority. (h) Complete the work in the allotted time and within operational constraints. 	Evidence of controlling the use of work areas in accordance with workplace procedures.	

		Evidence Requirements (cont)	
2 (cont)	(i) Investigate and report work which cannot be completed in the allotted time to the relevant person(s). (j) Complete the documentation accurately and legibly and make it available to the relevant person(s).		

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	The types of information and instructions needed to control the preparation of the work area.	
K2	How to access, interpret and evaluate information and instructions including production requirements.	
K3	Why information and instructions need to be accessed, interpreted and evaluated.	
K4	The range of corrective actions which can be taken.	
K5	The importance of taking corrective action and the procedures involved.	
K6	How to complete documentation and to whom to make it available.	
K7	The importance of accurate and complete records.	
K8	Why it is important to know the competence and availability of others in the work area.	
K9	How to allocate duties and responsibilities to others.	
K10	The roles and responsibilities of others working in the area.	
K11	How to inspect the work location, machinery and equipment and why it is important to carry out inspections.	
K12	How to inspect the services and utilities and why it is important to carry out inspections.	
K13	Why reports need to be received on the status of machinery after start-up.	
K14	How to identify the impact of reports received on operations.	
K15	Food hygiene, health and safety, the environment and legal regulations and how they apply to the work area and equipment.	
K16	Why contravention of statutory regulations needs to be recorded and reported.	
K17	The reporting and recording procedures.	
K18	Why output of individuals should be evaluated against production targets and quality specifications and how to do the evaluation.	
K19	Why achievement of quality specifications, throughput targets and output needs to be confirmed at regular intervals.	
K20	How to confirm achievement of quality specifications, throughput targets and output.	
K21	How to deal with rest periods, tedium of activity and diversity of individual competence.	
K22	The affects of wastage on production and on the organisation.	
K23	How to minimise wastage of consumable items and other materials.	
K24	How to recycle re-usable materials and why they should be recycled.	
K25	The ways in which conflict can arise between sources of information and how to get it clarified.	
K26	The faults and problems which can occur, why they occur, and how to identify them.	
K27	Why faults and problems need to be identified as early as possible.	
K28	Why work needs to be completed in the allotted time and how this can be achieved.	
K29	The importance of investigating and reporting work which cannot be achieved.	

Notes/Comments

Assessor signature: _____ **Date:** _____