



Unit F2L6 04 (725)

Develop Recording Procedures to Monitor Food Safety in Manufacture

Unit Summary

This Unit is about developing recording procedures for monitoring food safety.

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 Higher

- ◆ Produce and respond to oral communication on a complex topic.
- ◆ Produce well-structured written communication on complex topics.

Problem Solving Higher

- ◆ Plan, organise and complete a complex task.
- ◆ Review and evaluate a complex 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.
1	Ensure compliance of recording procedures This means you: (a) Meet organisational, sector, national and international statutory and non-statutory requirements. (b) Allow for data to be recorded at sufficient level of detail to facilitate traceability of each product.	Evidence of ensuring compliance of recording procedures in accordance with workplace procedures.	
2	Assign responsibilities This means you: (a) Clearly specify responsibility for document control and approval procedures.	Evidence of assigning responsibilities in accordance with workplace procedures.	
3	Develop relevant recording procedures This means you: (a) Include relevant process flow diagram. (b) Include monitoring, verification and validation checks at correct points and time frequency. (c) Include a detailed definition of record forms for each critical control point.	Evidence of developing relevant recording procedures in accordance with workplace procedures.	
4	Establish channels of communication This means you: (a) Provide information on access to additional support and advice. (b) Provide sufficient opportunity for feedback from all levels on issues and recommendations for improvement.	Evidence of establishing channels of communication in accordance with workplace procedures.	

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 F2L6 04 (725)

Develop Recording Procedures to Monitor Food Safety in Manufacture

Candidate name:		Assessor initials/date
No	Activity	
1		
2		
3		
4		

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	Relevant current legislation and statutory requirements for your sector and product type.	
K2	How and where to access supporting information and expert advice.	
K3	The importance of multidisciplinary approach to preparation of guidelines and systems.	
K4	The importance of a systematic approach to food safety management for your organisation.	
K5	Factors which impact on the safety of your products from supply of raw materials to end consumer.	
K6	The role of hygiene procedures within food safety management and associated directives.	
K7	Best practice within the relevant industry/sector and its application in context.	
K8	Key principles and components of hazard analysis systems including critical control points and critical limits.	
K9	How to conduct hazard analysis and risk assessment.	
K10	The roles and responsibilities of individuals in food safety management teams.	
K11	The provision of food safety training to staff.	
K12	Relevant evaluation procedures and best practice for verification and compliance of food safety procedures.	
K13	Risks to public health, their nature and severity.	
K14	The importance of processes for continuous improvement and how to incorporate these into policy and practice.	

Notes/Comments

Assessor signature: _____

Date: _____