
Overview

This standard covers the skills and knowledge needed to monitor and report on production performance in food and drink manufacture and the associated supply chain.

Performance includes the progress of the line to meet production targets and additionally it includes the monitoring of the production line in relation to organisational or customer specification, quality and compliance requirements. You must know how and be able to check tools, equipment and resources are used efficiently and effectively in line with regulatory and organisational requirements. You must be able to ensure quality and compliance specifications are adhered to, records are maintained and reports relating to the progress and performance of the production line are communicated to relevant colleagues.

Complying with and understanding health and safety, food safety and organisational requirements are essential features of this standard.

This standard is for you if you work in food and drink manufacture and/or supply operations and are involved in monitoring and reporting on production performance in food operations.

Performance criteria

You must be able to:

Monitor production progress

1. monitor the correct use of tools and equipment throughout the production process
2. check that equipment used meets regulatory and organisational requirements
3. monitor the correct operation of safety devices and security locks
4. carry out quality, compliance checks and additional monitoring in accordance with organisational requirements

Report and maintain records on production progress

5. report within agreed timescales on production issues affecting progress, quality, compliance or additional organisational requirements
6. source positive and negative feedback from customers and relay to colleagues
7. work within the limits of your authority to ensure feedback is acted upon
8. complete production and equipment records and documentation within agreed timescales to organisational requirements
9. check that relevant people have access to current and accurate production information
10. communicate performance and productivity to relevant colleagues on the production line
11. file records in the appropriate place

Monitor and report on production performance in food and drink operations

Knowledge and understanding

You need to know and understand:

1. the organisational and regulatory requirements for the monitoring and reporting of production performance in food manufacture
2. the organisational methods of communication including information technology and how to use them
3. how to monitor the use of tools and equipment and why it is important to do so
4. why it is important to monitor progress of a production line and how to do this
5. what the organisational key performance indicators are
6. the organisational requirements for the monitoring of performance indicators and why it is important to adhere to them
7. what the organisational requirements are for the reporting of problems relating to production performance and why it is important to adhere to them
8. the limits of authority and why it is important to adhere to them
9. why it is important to report to the production team within agreed timescales, issues relating to performance and how to do this
10. how to complete production and equipment records and documentation within agreed timescales to organisational requirements
11. why it is important to ensure that relevant people have access to current and accurate production information



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