

Overview

This standard is about the skills needed for you to manage production performance and the principles of capacity planning in food and drink manufacture and the associated supply chain.

You must know how and be able to organise operational activities, maintain a productive working environment and ensure quality and compliance requirements are adhered to. You must also be active in the reduction of costs, waste and downtime and the increase of efficiencies, productivity and performance. Maximising the efficiencies and minimising costs along this process requires a greater degree of skill and knowledge. Capacity planning can aid the optimisation of the production process through forward planning, use of technology and management of resources. 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 managing production performance in food manufacture.

Performance criteria

You must be able to:

Organise operational activities to meet requirements

1. source production details including compliance, quality, product specification and volumes needed to fulfil customer requirements
2. liaise with relevant people to help plan and agree schedules and organise workloads
3. encourage colleagues to contribute to the planning and organising process
4. communicate the production schedule and specific product requirements to relevant people involved directly and indirectly in the production process
5. check that all relevant people know and understand their role and specific standards of working in the production process
6. check materials, resources and staffing are available to fulfil production requirements

Maintain a productive work environment

7. check that the work environment is suitable for the production process conforming to organisational and regulatory requirements
8. check tools and equipment are maintained according to maintenance schedules and organisational requirements
9. comply with regulatory and organisational requirements when dealing with staffing issues
10. review training requirements and development opportunities to support development of the individual, the production progress and performance

Maintain operations necessary to meet requirements

11. check that all suppliers are able to meet requirements and that operations consistently meet product and delivery specifications
12. maintain systems to monitor the achievement of performance and targets, take corrective action promptly and inform relevant people of any necessary changes likely to affect them
13. deal with quality, compliance, performance and productivity issues promptly, liaising with colleagues at all levels, to aid problem solving
14. evaluate factors capable of causing disruption to operations and take measures to minimise their potential effects
15. complete all records adhering to organisational requirements
16. allocate time to review on-going problems

Knowledge and understanding

You need to know and understand:

1. the organisational and regulatory requirements relating to the managing of process and performance of food and drink products
2. the organisational methods of communication and how to use them including any restrictions and limits of access
3. how to ensure all colleagues are aware of their roles and responsibilities
4. why it is important to liaise with colleagues when managing progress and performance and how to encourage involvement from all staffing levels
5. why it is important to source and adhere to organisational requirements and customer specifications when managing production
6. why it is important to ensure a sufficient supply of materials, resources and staffing and how to do this
7. the organisational methods of measuring performance and productivity and how to collate and report them
8. why it is important to ensure organisational key performance indicators relating to performance and productivity including yield, targets, outputs, quality and compliance requirements are met
9. how to encourage and enable colleagues to contribute to improving operational productivity and performance
10. the importance of managing staffing levels and staff issues, adhering to organisational requirements
11. how to identify factors which may cause disruption to productivity and performance and the corrective actions required to stop or minimise disruption
12. the organisational schedules for the maintenance of tools and equipment and why it is important to ensure adherence to them
13. the definition of capacity planning
14. the advantages and challenges of capacity planning in a food business
15. how production plans relate to a food business strategy
16. why it is important to determine the capacity of a production facility and how to do this
17. the areas of a food production facility where improved efficiencies can result in reduction of costs and improved performance
18. the importance of resource control and management in food production
19. how planning resource requirements can help reduce costs and maximise efficiencies in a production facility
20. the importance of anticipating customer requirements and how to do this
21. how anticipating the need for products can impact on resources, costs and productivity



Manage production performance in food and drink operations

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