
Overview

This standard is about optimising the use of the work area and equipment through effective monitoring and control. Efficient maintenance is an important requirement in food and drink manufacturing. This standard is about knowing how to and being able to plan, organise and use 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 standard. 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 improving production performance in food and drink operations.

Performance criteria

You must be able to:

Control the preparation of the work area and equipment for use

1. access and interpret information and instructions for the use of the work area and employment of equipment over the work period
2. allocate duties and responsibilities to others according to their proven competence and availability
3. inspect the work location, machinery and equipment against statutory environmental and operational requirements
4. inspect the services and utilities available to the work location, machinery and equipment
5. check that services and utilities meet operational requirements
6. check that sufficient materials are available at the work locations, machines and equipment to meet production requirements before work commences
7. evaluate reports received on the status of machinery and equipment after start-up
8. identify the impact of reports on operations
9. identify and record contravention of statutory regulations and departures from operational requirements in the work location, machinery and equipment
10. report the contravention promptly to the relevant person(s)
11. take corrective action within the limits of your authority
12. complete the documentation in accordance with organisational requirements

Control the use of work areas

13. access and interpret the production requirements to achieve the production targets and quality specifications
14. agree the production requirements with relevant person(s)
15. implement the production requirements
16. seek clarification from relevant person(s) where conflict is identified between sources of information
17. evaluate the output of individuals against production targets and quality specifications in accordance with operational requirements
18. confirm the achievement of quality specifications, throughput targets and output with relevant persons at regular intervals to enable early identification of faults and problems
19. minimise wastage of consumable items and other materials
20. recycle re-usable materials in accordance with operational and statutory requirements
21. identify problems influencing the quality of products and the attainment of

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output targets

22. take relevant corrective actions within the limits of your authority
23. complete the work within operational constraints
24. investigate and report work which cannot be completed in the allotted time to the relevant person(s)
25. complete the documentation in accordance with organisational requirements

Knowledge and understanding

You need to know and understand:

1. the types of information and instructions needed to control the preparation of the work area
2. how to access, interpret and evaluate information and instructions including production requirements
3. why information and instructions need to be accessed, interpreted and evaluated
4. the range of corrective actions which can be taken
5. the importance of taking corrective action and the procedures involved
6. how to complete documentation and to whom to make it available
7. the importance of accurate and complete records
8. why it is important to know the competence and availability of others in the work area
9. how to allocate duties and responsibilities to others
10. the roles and responsibilities of others working in the area
11. how to inspect the work location, machinery and equipment and why it is important to carry out inspections
12. how to inspect the services and utilities and why it is important to carry out inspections
13. why reports need to be received on the status of machinery after start-up
14. how to identify the impact of reports received on operations
15. food hygiene, health and safety, the environment and legal regulations and how they apply to the work area and equipment
16. why contravention of statutory regulations needs to be recorded and reported
17. the reporting and recording procedures
18. why output of individuals should be evaluated against production targets and quality specifications and how to do the evaluation
19. why achievement of quality specifications, throughput targets and output needs to be confirmed at regular intervals
20. how to confirm achievement of quality specifications, throughput targets and output
21. how to deal with rest periods, tedium of activity and diversity of individual competence
22. the effects of wastage on production and on the organisation
23. how to minimise wastage of consumable items and other materials
24. how to recycle re-usable materials and why they should be recycled
25. the ways in which conflict can arise between sources of information and how to get it clarified

26. the faults and problems which can occur, why they occur, and how to identify them
27. why faults and problems need to be identified as early as possible
28. why work needs to be completed in the allotted time and how this can be achieved
29. the importance of investigating and reporting work which cannot be achieved

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