

Monitor and maintain storage systems and procedures in food and drink operations

Overview

This standard covers the skills and knowledge needed to monitor and maintain storage systems and procedures in food and drink operations.

Monitoring and maintaining storage systems is important to the product safety and quality. It also covers improving systems and communications, evaluating procedures and recommending appropriate changes.

This standard is for you if you work in food and drink operations and the associated supply operations and are involved in monitoring storage systems and procedures. You may be a team leader, line manager or supervisor.

Monitor and maintain storage systems and procedures in food and drink operations

Performance criteria

You must be able to:

Monitor storage systems and procedures

1. monitor and follow hygiene, health and safety and environmental procedures
2. maintain control systems to monitor the condition of materials and the storage facility
3. maintain control systems to limit risks and comply with legal and company requirements and evaluate their effectiveness
4. complete the necessary documentation in accordance with company procedures

Recommend areas for improvement and communicate with others

5. evaluate handling and storage systems and procedures for effectiveness and find areas for improvement
6. evaluate the impact on operations of any deficiencies in control systems and procedures and take the necessary relevant action
7. make suggestions for improvement to the relevant person
8. establish and maintain effective spoken and written communication with your managers and colleagues

Monitor and maintain storage systems and procedures in food and drink operations

Knowledge and understanding

You need to know and understand:

1. how to identify storage problems
2. how to respond to problems
3. how to store products according to their nature and characteristics
4. why it is important to store products in compliance with company procedures
5. what systems are available for storing goods and materials
6. how to make best use of storage space and why this is important
7. relevant company procedures in relation to hygiene, health and safety and the environment
8. what control systems are available for monitoring the condition of materials and the storage facility
9. how to evaluate handling and storage systems and procedures for effectiveness
10. how to respond to any deficiencies in control systems and procedures
11. what the monitoring and review procedures are and why it is important to follow them

Monitor and maintain storage systems and procedures in food and drink operations

Developed by	NSAFD
Version Number	3
Date Approved	September 2017
Indicative Review Date	January 2022
Validity	Current
Status	Original
Originating Organisation	Improve
Original URN	IMPSD116S, IMPSD117K
Relevant Occupations	Engineering and manufacturing technologies; Manufacturing technologies; Process, Plant and Machine Operatives; Plant and Machine Operatives
Suite	Supply Chain Management
Keywords	Receive; Goods; Storage; Stock; Control; Supply; Security