

Monitor secondary butchery in meat processing

Overview

This standard is about the skills and knowledge you need to monitor secondary butchery in meat processing.

This includes monitoring the work of team members and ensuring that meat processing is carried out both safely and in accordance with organisational procedures. The standard also describes the knowledge needed to compile a range of different reports relating to product safety and quality.

This standard is for you if you work in a supervisory or team leader role within food manufacture and/or supply operations and are involved in the butchery of meat or poultry.

Performance criteria

You must be able to:

Organise and prepare the work area for secondary meat or poultry butchery

1. wear and use personal protective equipment in accordance with regulatory standards and organisational requirements
2. contribute to the planning of secondary butchery work processes
3. confirm secondary butchery requirements and output targets
4. develop work plans to ensure that output targets are achieved
5. check that suitable tools and equipment are made available to meet the food business operator's requirements
6. inspect work areas to check that they are safe and hygienic and suitable for use
7. confirm that raw materials and ancillary supplies are made available
8. allocate suitably skilled staff to specific tasks and duties
9. identify and report any non-compliance or shortfall in resource or staff requirements

Control the secondary meat or poultry butchery process

10. monitor the flow and yield of the secondary butchery process
11. identify problems that may affect the quality and quantity of output from secondary butchery
12. respond to problems affecting the quality or quantity of output in accordance with the food business operator's procedures
13. report and take appropriate action regarding any problems that might arise
14. check products are stored or transported to the next processing stage

Compile reports relating to secondary butchery processes

15. complete relevant documentation accurately and make available as necessary
16. report and take appropriate action regarding any problems which might arise
17. check that maintenance and cleaning records are complete
18. confirm that handover and shut down procedures are followed
19. make recommendations for improvements in the secondary

butchery process

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Knowledge and understanding

You need to know and understand:

1. what the food business operator's arrangements are for the scheduling and resourcing of secondary butchery
2. how objectives and competences for the secondary butchery team can be identified and specified
3. what the systems are for the planning, scheduling and resourcing of secondary butchery
4. what the indicators are that the work area is not hygienic and safe prior to manufacturing
5. what the probable impact would be of inadequate process scheduling and resourcing
6. how the food business operator's procedures should be interpreted
7. the importance of allocating staff with the relevant competences to specific tasks
8. why there is a need to update and amend schedules and resource information to meet business needs
9. what the probable impact would be of non-availability of staff or resources, including succession planning
10. the communication methods and approaches required to maintain secondary butchery processing
11. the purpose of monitoring secondary butchery operations
12. the importance of maximising yield and reducing possible waste in the process
13. how the need for individual or team support can be identified
14. how whole teams and individual team members can be effectively supported
15. what the food business operator's arrangements are for identifying, dealing with and reporting problems with secondary butchery
16. what the purpose of quality control documentation is
17. what the requirements are for maintenance and cleaning schedules
18. how the performance of the secondary butchery operation can be measured
19. the importance of reporting secondary butchery performance
20. how potential improvements in the secondary butchery operation can be presented

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