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## Overview

This standard is about the skills and knowledge needed for you to contribute to amending product specifications in food and drink manufacture. Changes to product specifications are needed for a variety of reasons including changes to customer requirements or a move to reduce costs. Recognising how a change in specification can affect productivity, costs, food safety and additional compliance requirements is an important skill in food and drink production.

You must be able to gather data and information relating to the specification and liaise with colleagues internal and external to the food and drink business. You must also gain agreement for the final amended specification.

This standard is for you if you work in food and drink manufacture and/or supply operations and are involved in contributing to amending product specifications in food and drink manufacture.

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## Performance criteria

*You must be able to:*

### **Identify criteria**

1. source the criteria requiring amendment
2. identify the area of the specification requiring amendment
3. liaise with relevant people to obtain qualitative or quantitative input into the technical specification

**\*\*Draft criteria and consult with colleagues**

**\*\***

4. collate input into the specification
5. present the specification according to organisational and customer requirements
6. amend the specification input in view of evaluation findings

**\*\*Agree and submit final specification**

**\*\***

7. communicate the amended specification criteria to relevant people
8. agree a final specification
9. submit the amended specification to relevant people

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## Knowledge and understanding

### *You need to know and understand:*

1. how to contribute to amendment of specifications within the limits of your authority
2. the regulatory and organisational requirements for the amendment of food and drink product specifications
3. the organisational methods of communication including information technology and how to use them
4. what the organisational and customer requirements are for the content and layout of the specification
5. why it is important to liaise with colleagues across functions to gather information and data to input into the specification
6. the sources of information and data required to input into the specification
7. how to source information and data relating to the specification
8. the format of the specification in line with company requirements
9. why it is important to evaluate the need for continued use of individual specification criteria and how to do this
10. why it is important to agree a final specification and how to do this

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Contribute to amending product specifications in food and drink manufacture



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