
Overview

This standard covers the skills and knowledge needed for you to report and record production information in food and drink operations and the associated supply chain.

Reporting and recording are important tasks for people in many jobs. In the food and drink industry legislation demands that organisations keep accurate and detailed records. These records are particularly important to protect food safety and comply with internal and external quality checks and audits. You will need to know and be able to record and report on operational activities. Complying with and understanding health and safety, food safety, environmental 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 in food and drink manufacture.

Performance criteria

You must be able to:

1. identify information and data that needs to be reported
2. identify the method of recording information and data in accordance with company procedures
3. record information and data you have collected
4. complete records in accordance with company procedures
5. process and store records in accordance with company procedures
6. identify information and events that need to be reported
7. report information and events to the appropriate person or people

Knowledge and understanding

You need to know and understand:

1. to what standards of health and safety and hygiene you are required to work and why it is important that you do so
2. situations, events, problems and information that needs reporting
3. why it is important to report clearly, concisely and accurately
- 4.. why it is important to establish facts before reporting
5. why it is important to provide adequate detail when reporting
6. why it is important to report within required timescales
7. types of information and data that need to be recorded
8. people to whom reports should be made
9. principles of verbal and written reporting
10. reporting by electronic means
11. methods of recording information and data
12. the importance of working with others to obtain and check information
13. consequences of inaccurate reporting
14. why it is important to record information and data methodically
15. why it is important to record information and data accurately and the consequences of errors in doing so
16. how to process and store information and data
17. the purpose of records in the maintenance of traceability
18. the importance of traceability in quality assurance
19. the concept of due diligence including legal defence
20. how factory digitisation supports the production process

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Report and record production information in food and drink operations



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