

Monitor the manufacture of meat products

Overview

This standard is about the skills and knowledge you need to monitor butchery processes in the context of a manufacturing operation producing meat or poultry based products. This includes monitoring the work of team members and ensuring that meat processing is carried out both safely and in accordance with organisational procedures. 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.

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Performance criteria

You must be able to: Organise and prepare the work area for the manufacture of meat products

1. select personal protective clothing and equipment suitable for the manufacturing processes
2. contribute to the planning of manufacturing processes to meet business priorities
3. confirm manufacturing requirements and output targets
4. arrange work areas to ensure that resources are available to meet business requirements
5. check that suitable tools and equipment are made available to meet the food business operating requirements
6. check that raw materials and ancillary supplies are made available
7. allocate suitably skilled staff to specific tasks and duties
8. identify and report any non-compliance or shortfall in resource or staff requirements

Control the manufacture of meat or poultry products

9. monitor the flow and yield of the manufacturing process
10. provide support to staff to ensure output and yield is maintained
11. identify problems that may affect the quality and quantity of output from the manufacturing processes
12. respond to problems affecting the quality or quantity of output in accordance with the food business operating procedures
13. report problems affecting quality or quantity of output

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14. check products are stored or transported to the next processing stage
Compile reports relating to the manufacture of meat or poultry products
15. complete and make available information relating to the manufacturing process
16. check that all relevant technical and quality assurance documentation is complete
17. report faults and matters that affect processing performance
18. check that maintenance and cleaning records are complete
19. check that handover and shut down procedures are followed
20. make recommendations for improvements in the manufacturing process

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Knowledge and understanding

You need to know and understand:

1. what the food business operators arrangements are for scheduling and resourcing the manufacturing process
2. what the manufacturing teams objectives and team competences are
3. what the systems and procedures are for planning, scheduling and resourcing of manufacture
4. the probable impact of inadequate process scheduling and resourcing
5. how to use and interpret the food business operating procedures for manufacturing
6. what the importance is of allocating staff with the right competences to specific tasks and duties
7. why there is a need to update and amend schedules and resource information to meet business needs
8. what the probable impact is of non-availability of staff or resources, including succession planning
9. what the communication methods and approaches are for maintaining the manufacturing process
10. the purpose of monitoring the manufacturing operation
11. the importance of maximising yield and reducing possible waste in the process

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- 12. how to identify when team or individual support is required and
how to provide effective support
- 13. what the food business operating arrangements are for identifying, dealing with and reporting manufacturing problems
- 14. what the required immediate course of action is when production
does not go as planned
- 15. who should be contacted and informed of any production failures
- 16. what the requirements are for the use of quality control documentation
- 17. what the requirements are for the use of maintenance and cleaning schedules
- 18. how to assess manufacturing performance in terms of operational
yield, target setting, compliance and improvement
- 19. the importance of reporting manufacturing performance and improvement issues

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