Report and record basic information in food operations

Overview

This standard covers the skills and knowledge needed to report and record basic information in food operations.

Reporting and recording are important tasks for people in many jobs. This standard covers the reporting and recording of basic operations in food manufacturing. These records are particularly important to protect food safety and comply with internal and external quality checks and audits. You must know how and be able to record and report on basic operations. Complying with and understanding health and safety, food safety, and 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.

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Performance criteria

You must be able to:

1. identify information and data that needs to be recorded
2. identify the method of recording information and data in accordance with company procedures
3. record information and data you have collected
4. complete and process records in accordance with company procedures
5. identify information and events that need to be reported

6. report information and events to the appropriate person or people

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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. how to record information and data
4. why it is important to report within agreed timescales
5. the purpose of keeping records
6. types of information and data that need to be recorded
7. who to report to
8. consequences of inaccurate records
9. why it is important to check information with the relevant people

10. how factory digitisation supports the production process

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