

Title	Carry out quality audits in food operations				
Ofqual unit ref	L/602/4699				
Level	3	Credit value	3	GLH	9
Learning Outcomes			Assessment Criteria		
The learner will:			The learner can:		
1 Prepare for quality audits			1.1 Give auditees the required notice period of the intention to audit		
2 Audit compliance against quality systems			1.2 Confirm responsibilities and procedures which apply to the work of an auditor.		
3 Complete post quality audit actions			2.1 Carry out quality audits according to an agreed plan and schedule		
			2.2 Agree corrective action and the date by which it should be carried out with auditees		
			2.3 Complete records in accordance with agreed procedures		
			2.4 Make appropriate recommendations for improvements to procedures to relevant people.		
			3.1 Make quality audit reports to authorised people in accordance with procedures		
			3.2 Report discrepancies which hold serious or immediate risks for the business or organisation to relevant people		
			3.3 Check with auditees that corrective action has been carried out by the agreed dates		
			3.4 Report any persistent problems in achieving compliance with quality systems to relevant people.		

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Unit purpose and aim(s)	<p>This unit is designed to assess the skills of learners in the workplace, carrying out quality audits in food operations. It needs to be assessed on the job. The learner must be able to demonstrate their competent performance consistently over a period of time, to meet all of the assessment criteria. This will be achieved by at least two observations of performance in the workplace, and may be supported by witness testimony and other workplace evidence. Observations must ensure that the learner's working practice is at commercial speed and in compliance with standard operating procedures. The Improve Assessment Strategy for Proficiency Qualifications in Food and Drink sets out the overarching assessment requirements.</p>	