

Carry out sampling in food and drink operations

Overview

This standard covers the skills and knowledge for carrying out sampling for quality in food and drink operations.

This standard is relevant to you if your role requires you to follow organisational procedures in preparing products for sampling and obtaining a representative sample. You also need to maintain the integrity of the sample to allow for traceability and to avoid product contamination.

Carry out sampling in food and drink operations

Performance criteria

You must be able to:

1. check that the conditions for sampling are suitable and in line with organisation procedures
2. select equipment and materials according to instructions
3. calibrate equipment and materials to ensure it is fit for purpose and ready for use
4. use the correct personal protective equipment and clothing
5. prepare equipment and materials in line with organisational procedures
6. prepare sample plan in conjunction with specification
7. identify and obtain samples in line with organisational procedures
8. follow the procedures for obtaining, labelling and recording sampling
9. prepare samples of product for assessment against product specification according to operational procedures
10. record sampling and report to the relevant person
11. clean sampling equipment and materials to be re-used and dispose of other equipment and materials
12. follow instructions to maintain the condition of the sample
13. record information about the sample
14. maintain the condition of the sample according to operational procedures
15. take appropriate action within limits of own authority if abnormal occurrences affect the sample condition or sampling activity and quarantine sample if required
16. communicate appropriate information and escalate if sampling cannot take place
17. follow current legal and regulatory requirements for hygiene and environmental standards or instructions

Carry out sampling in food and drink operations

Knowledge and understanding

You need to know and understand:

1. the consequences of not meeting relevant legal and regulatory requirements
2. correct personal protective equipment and clothing that should be worn and why
3. how to take samples safely
4. the purpose and methods of sampling
5. procedures for sampling
6. appropriate sampling equipment to use
7. the techniques used to prepare samples for different food and drink types
8. the different sampling techniques used in food and drink operations
9. labelling of the samples for identification/monitoring purposes
10. identification of a good/useable sample
11. what constitutes a suitable sample according to specification
12. how to prepare a sampling plan
13. the purpose of carrying out a sampling plan for safety and compliance
14. relevant features of the sampling plan
15. operational and regulatory requirements for sampling product quality
16. why it is important to label and identify samples
17. what documentation and labelling systems are required to ensure traceability
18. why it is important to maintain the integrity of samples
19. procedures for maintaining sample condition
20. types of abnormal conditions that may affect sampling/the sample
21. types of sampling containers
22. cleaning materials and method of use to prevent contamination
23. how to access and interpret product specifications
24. how to prepare samples of product for assessment against product specifications and tolerances
25. what tolerances are and why they are important
26. actions to be taken when results are out-of-specification or sampling cannot take place
27. reasons for controlled conditions
28. how to handle, store and dispose of sample materials
29. what sample information is required
30. how to identify defective equipment and what action to take
31. controls in the sampling process
32. the purpose of sampling specifications and procedures
33. different methods of and environmental conditions for storing samples
34. length of time samples should be stored

Carry out sampling in food and drink operations

- 35. the records which should be maintained and kept
- 36. how sampling can aid traceability

Carry out sampling in food and drink operations

Developed by	NSAFD
Version Number	2
Date Approved	March 2017
Indicative Review Date	April 2020
Validity	Current
Status	Original
Originating Organisation	Improve
Original URN	IMPQI113
Relevant Occupations	Engineering and manufacturing technologies; Manufacturing technologies; Plant and Machine Operatives; Process, Plant and Machine Operatives
Suite	Quality and Improvements in Food Manufacture
Keywords	food; drink; manufacture; product; quality; standards; sampling; traceability