
Overview

This standard is about the skills and knowledge needed for you to implement mistake/error proofing (Poka yoke) to support your organisation's drive to improve food and drink operations. This is important in increasing productivity and success of manufacture, processing and supply within the food and drink supply chain.

You will need to agree objectives and implement mistake/error proofing (Poka yoke) in food and drink operations. You will need to show and understand how you agree objectives for a mistake/error proofing programme and present your plans to relevant people within the organisation, including management colleagues. You will need to implement the programme and co-ordinate activities to effectively maintain the mistake/error proofing programme. You will need to comply with your company policy for improvement, take responsibility for your actions, and refer any issues outside of the limit of your authority to others.

This standard is for you if your role requires you to implement mistake/error proofing (Poka yoke) in food and drink operations including manufacturing, processing, packing or supply chain activities. You may have responsibilities for aspects of organisational improvement in a team leadership or management role.

Performance criteria

You must be able to:

Agree objectives for the mistake/error proofing programme

- 1.select operations in which to carry out the activity in accordance with the improvement plan
- 2.agree the objectives for activity with the relevant personnel
- 3.present your plans for implementing mistake/error proofing to the relevant personnel
- 4.agree a mistake/error proofing plan with the relevant personnel

Implement a mistake/error proofing programme

- 5.initiate the mistake/error proofing programme in accordance with procedures
- 6.co-ordinate the activities which are necessary to implement the programme
- 7.maintain communication with those affected by the programme
- 8.analyse received data and determine where improvements can be made
- 9.specify any problems and the actions required to support effective solutions
- 10.co-ordinate trial activities to test proposed solutions to achieve objectives
- 11.provide sufficient information to enable any agreed improvement to be incorporated within Standard Operating Procedures
- 12.measure and record programme outcomes in accordance with procedures

Knowledge and understanding

You need to know and understand:

1. the organisation's improvement vision, strategy, objectives and the reasons for implementation of improvement programmes
2. the health, safety and hygiene requirements of the area in which you are carrying out the mistake/error proofing activity
3. why mistake/error proofing activities are used
4. the food and drink processing activity under review
5. the people and resources that are required for the mistake/error proofing activity
6. the importance of planning mistake/error proofing activities
7. the difference between mistake/error proofing and prevention and detection
8. the operational activity on which the mistake/error proofing activity is being applied
9. the impact of mistake/error proofing on defects
10. how mistake/error proofing can lead to zero defects
11. how defects originate in products or processes
12. how the role of source inspection contributes to the reduction of defects
13. the relationship between errors and defects
14. the different types and range of mistakes
15. how to apply mistake/error proofing (Poka yoke) tools
16. how to use mistake/error proofing documentation
17. how to apply analysis and charting methodology for mistake/error proofing
18. how mistake/error proofing relates to other continuous improvement processes
19. how to implement trials to measure the effectiveness of mistake/error proofing projects
20. the role of Standard Operating Procedures and specifications in food and drink operations
21. how to apply mistake proofing devices
22. the extent of your own authority within the activity, and to whom you should report in the event of problems that you cannot resolve

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Implement mistake/error proofing (Poka yoke) in food and drink operations



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