3189 Control conversion in food manufacture		
SQA Unit Code		**F2K1 04**
Level 2	**SCQF Level 6**	**Credit value 8**

Unit Summary
This unit is about manufacturing part or finished products from a raw material in food and drink. It details the skills required to start up, run and shut down equipment, as well as being able to take the appropriate action should operating problems occur. It is also about working to product specifications and production schedules.

In order to be assessed as competent you must demonstrate to your assessor that you can consistently perform to the requirements set out below. Your performance evidence must include at least one observation by your assessor.

You must be able to:	You need to show: Evidence must be work-based, simulation alone is only allowed where shown in ***bold italics***
1. Prepare for conversion This means you: Operate to the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions when preparing for conversion Check product specifications at the right time Set up equipment according to specification Make sure that material for conversion is available and fit for use Make sure that services meet requirements Start up the plant correctly and check that it is running to specification Take effective action in response to operating problems Maintain effective communication	Evidence of preparing for conversion in accordance to workplace procedures

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2. Carry out conversion This means you: Meet the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions when carrying out conversion Use equipment correctly and make sure that it is correctly supplied with materials and services Achieve the required output to the correct specification Make sure the product is correctly transferred to the next stage in the manufacturing operation Take effective action in response to operating problems within the limits of your responsibility Maintain effective communication	Evidence of carrying out conversion in accordance to workplace procedures and taking effective action in response to two operating problems
3. Finish conversion This means you: Meet the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions when finishing conversion Check the specifications to time shut down accurately Follow procedures to shut down equipment correctly Deal correctly with items that can be re-cycled or re-worked Dispose of waste correctly Make equipment ready for future use after completion of the process Maintain effective communication	Evidence of finishing conversion in accordance to workplace procedures

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Accurately complete all records	

You need to know and understand:
Evidence of knowledge and understanding should be collected during observation of performance in the workplace. Where it cannot be collected by observing performance, other assessment methods should be used.
1. What the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions are and what may happen if they are not followed 2. The purpose and importance of the process 3. What equipment and tools to use and their correct condition 4. What materials to use and in what quantity 5. How to obtain and interpret the relevant process or ingredient specification 6. What recording, reporting and communication is needed and how to carry this out correctly and the reasons why it is important to do so 7. What action to take when the process specification is not met 8. How to carry out the necessary pre start checks and why it is important to do so 9. How to follow the start up procedures for the process and why it is important to do so 10. How to obtain the necessary resources for the process 11. How to follow work instructions and why it is important to do so 12. Common sources of contamination during processing, how to avoid these and what might happen if this is not done 13. How to operate, regulate and shut down the relevant equipment 14. When it is necessary to seek assistance and how to seek it 15. How to follow the relevant process control procedures and why it is important to do so 16. Different ways to carry out the process 17. How to carry out the process in an efficient manner and why it is important to do so 18. What the limits of your own authority and competence are and why it is important to work within them 19. How to deal with items that can be re-cycled or re-worked 20. How to dispose of waste correctly and why it is important to do so 21. How to make equipment ready for future use

Evidence of performance may employ examples of the following assessment:
• observation • written and oral questioning; • evidence from company systems (e.g. Food Safety Management System) • reviewing the outcomes of work • checking any records of documents completed • checking accounts of work that the candidate or others have written

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