

2283 Intake fish/shellfish		
SQA Unit Code		F7K0 04
Level 2	SCQF Level 5	Credit value 6

Unit Summary

This unit is about the intake of fish or shellfish. It details the skills required to set-up intake areas and then intake fish or shellfish according to organisational procedures. It includes the inspection processes relevant to vehicles, packaging and product (size, condition, freshness and quality). It is also about working to organisational product specifications and production schedules.

You will need to show that you can prepare to intake fish/shellfish. You will also need to be able to intake fish/shellfish. You must also be able to finish the intake process.

This unit is for you if you work in fish or shellfish processing and are involved in the intake of fish or shellfish.

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:
<p>1. Prepare to intake fish/shellfish</p> <p>This means you:</p> <p>Prepare according to the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions</p> <p>Confirm intake specifications</p> <p>Prepare work area into a condition suitable for receiving fish or shellfish</p> <p>Take effective action in response to operating problems</p> <p>Maintain effective communication</p>	<p>Evidence must be work-based, simulation alone is only allowed where shown in <i>bold italics</i></p> <p>Evidence of preparing to intake fish/shell fish as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>
<p>2. Intake fish/shellfish</p>	<p>Evidence of intake fish/shellfish as</p>

<p>This means you: Operate to the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions</p> <p>Assess condition of transportation vehicle against intake specification</p> <p>Assess condition of packaging against intake specification</p> <p>Effectively sample and inspect fish or shellfish according to intake specification</p> <p>Confirm intake specification and label fish or shellfish accurately according to organisational requirements</p> <p>Handle and store fish or shellfish during intake in a manner which maintains quality and condition</p> <p>Maintain condition of work area throughout intake process</p> <p>Transfer fish or shellfish to the next stage in the process</p> <p>Take effective action to control any non-conforming products</p> <p>Take effective action in response to operating problems</p> <p>Maintain effective communication</p>	<p>part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>
<p>3. Finish Intake Process</p> <p>This means you:</p> <p>Finish according to the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions</p> <p>Dispose of waste according to organisational procedures</p> <p>Make equipment and work area ready for next intake</p> <p>Maintain effective communication</p>	<p>Evidence of finishing the intake process as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>

Accurately complete all records	
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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 facilities required to intake fish or shellfish
3. How to obtain and interpret the intake specifications
4. How to identify fish or shellfish species
5. How to prepare and maintain work areas used for the intake of fish or shellfish
6. How to inspect the condition of vehicles
7. How to recognise fish or shellfish species by size
8. How to recognise fish or shellfish quality
9. Common quality problems and their likely causes
10. How fish or shellfish are transported to maintain condition and quality
11. How to assess condition of transportation materials and facilities
12. How to effectively sample batches of fish or shellfish
13. Inspection methods relating to temperature, quality, freshness, condition and labelling
14. The importance of following organisational intake procedures
15. Handling methods that maintain the condition of fish or shellfish
16. Labelling and traceability relevant to the intake of fish or shellfish
17. How to deal with non-conforming fish or shellfish that is not fit for use
18. What action to take when the process specification is not met
19. How to dispose of waste correctly and why it is important to do so
20. The limits of your own authority and competence and why it is important to work within those limits
21. What recording, reporting and communication is needed, how to carry this out accurately and the reasons why it is important to do so

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