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| 2293 Gut and clean fish by hand | | |
| SQA Unit Code | | H0D1 04 |
| Level 2 | SCQF Level 5 | Credit value 4 |

Unit Summary

This unit is about gutting fish by hand. It details the skills required to set-up, gut and wash fish by hand. It is also about working to organisational product specifications and production schedules.

You must be able to prepare to gut and wash fish. You must also be able to gut and wash fish by hand. You must also be able to finish hand gutting and washing.

This unit is for you if you work in fish processing and are involved in the gutting and cleaning of fish by hand.

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 <i>bold italics</i> |
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| <p>1. Prepare to gut and wash fish</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 process specification</p> <p>Prepare work station to ensure conditions are suitable for gutting</p> <p>Obtain tools and equipment required to support the gutting operation</p> <p>Sharpen knife(s) into a condition suitable for achieving the required production specification</p> <p>Obtain fish to meet required process specification</p> | <p>Evidence of preparing to gut and wash fish as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p> |

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| <p>Confirm availability of clean potable water</p> <p>Take effective action in response to operating problems</p> <p>Maintain effective communication</p> | |
| <p>2. Gut and wash fish by hand</p> <p>This means you:</p> <p>Operate to the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions</p> <p>Split fish and effectively remove contents of gut cavity</p> <p>Wash and effectively clean gut cavity</p> <p>Achieve required rate of production</p> <p>Handle and store fish in a manner which maintains quality and condition</p> <p>Dispose of waste material to maintain condition of work station</p> <p>Sharpen knives as required to maintain their effectiveness as a cutting tool</p> <p>Make sure the product is correctly transferred to the next stage in the manufacturing operation</p> <p>Take effective action in response to operating problems</p> <p>Maintain effective communication</p> | <p>Evidence of gutting and washing fish by hand as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p> |
| <p>3. Finish hand gutting and washing</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>Deal correctly with materials that can be re-cycled or re-worked</p> <p>Dispose of waste material according to</p> | <p>Evidence of finishing the hand gutting and washing as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p> |

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| organisational procedures | |
| Make equipment and work station ready for future use, after the completion of the process | |
| Maintain effective communication | |
| 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 personal protective clothing that is required to support hand processing
3. The tools and equipment required to support gutting and cleaning
4. Why it is important to use potable water to clean fish
5. How to sharpen, maintain and store knives
6. How to obtain and interpret the relevant process specification
7. How to prepare and maintain work stations in a condition suitable for hand processing
8. How to gut and wash fish to effectively remove all internal organs
9. How to assess the quality of whole and gutted clean fish
10. Expected yields from gutting process
11. Product control and traceability during gutting operations
12. How to deal with fish that are not fit for use
13. Common quality problems associated with gutting and cleaning and their likely causes
14. What action to take when the process specification is not met
15. What parts of the processed fish can be re-worked and re-cycled
16. How to dispose of waste correctly and why it is important to do so
17. The limits of your own authority and competence and why it is important to work within those limits
18. What recording, reporting and communication is needed, how to carry this out correctly 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