

2090 Produce individual packs by hand in a food environment		
SQA Unit Code		H3D0 04
Level 2	SCQF Level 5	Credit value 7

<p>Unit Summary</p> <p>This unit is about the skills needed for you to produce individual packs by hand in food and drink manufacture and/or supply operations. Knowing how to produce individual packs by hand is essential to producing a quality and safe product.</p> <p>You will need to be able to prepare to produce packs by hand. You also need to show you can carry out production of packs by hand. You must also show you can finish production of packs by hand.</p> <p>This unit is for you if you work in food and drink manufacture and/or supply operations and are involved in carrying out packing operations.</p>

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 produce packs by hand</p> <p>This means you:</p> <p>Follow health, safety and hygiene standards when preparing to produce packs by hand</p> <p>Check packing specifications at the right time make sure that there is sufficient packing material available and fit for use</p> <p>Make sure that the product to be packed is available and fit for use</p> <p>Take effective action in response to operating problems</p> <p>Maintain effective communication with the relevant people</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 produce packs by hand as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>

<p>2. Carry out production of packs by hand</p> <p>This means you:</p> <p>Follow health, safety and hygiene standards when carrying out production of individual packs</p> <p>Use the correct lifting and handling techniques</p> <p>Monitor pack quality and quantity and take effective action in response to defects</p> <p>Achieve the required quality and quantity of output within the specified time</p> <p>Make sure that there is minimal waste</p> <p>Maintain effective communication with the relevant people</p>	<p>Evidence of carrying out production packs by hand as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>
<p>3. Finish production of packs by hand</p> <p>This means you:</p> <p>Follow health, safety and hygiene standards when finishing production of individual packs</p> <p>Dispose of surplus consumables correctly</p> <p>Deal correctly with waste, scrap and non-standard products</p> <p>Make work area ready for future use after the completion of the process</p> <p>Maintain effective communication with the relevant people</p>	<p>Evidence of finishing production packs by hand as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>

<p>You need to know and understand:</p> <p>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.</p>
<ol style="list-style-type: none"> 1. relevant health, safety and hygiene standards and why it is important that you follow them 2. how to obtain information about products, materials and coding 3. how to identify different types of packing materials and products 4. the functions of the main packing materials being used

5. the required manual handling techniques for the packing materials being used
6. what action to take if you discover faults in products, materials, equipment settings and equipment condition
7. why it is important to have checking procedures and what might happen if checking is not carried out accurately
8. how to establish fitness for use and how to deal with materials and products which are unfit for use
9. why it is important to communicate effectively and what might happen if this is not done
10. the physical characteristics of products and these characteristics affect packing
11. the expected rate of use of product and materials, and what action to take if the supply of product and materials is interrupted
12. the main types of packing materials and sealing methods
13. what precautions to take to avoid injury when handling packing materials
14. why it is important to control consumables to match the packing run and what might happen if this is not done
15. how to measure the quantity of product to go into the packs
16. the expected quality, output and wastage standards and what might happen if these are not met
17. why it is important to have quality standards
18. how to monitor operations and why it is important to do so
19. why it is important to supply the right materials in the correct quantity and at the right time, and what might happen if this is not done
20. the limits of your own authority and abilities, and why it is important to work within them
21. why it is important to meet output targets and what might happen if they are not met
22. why it is important to control consumables to match the packing run and what might happen if this is not done
23. why it is important to have a shut-down sequence and what might happen if this is not followed
24. what might happen if the correct waste and scrap disposal procedures are not followed
25. what preparations are required for the next phase in the cycle
26. how to prepare the work area for future use
27. why it is important to communicate effectively and what might happen if this is not done
28. why it is important to keep accurate records and what might happen if this is not done

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