

<b>2091 Pack orders for despatch in a food environment</b>		
<b>SQA Unit Code</b>		<b>H3D1 04</b>
<b>Level 2</b>	<b>SCQF Level 5</b>	<b>Credit value 7</b>

**Unit Summary**

This unit is about the skills needed for you to pack orders for despatch in food and drink manufacture and/or supply operations. Correctly packing orders for despatch is important following packing specifications. It is also important to identify potential hazards, following safety and hygiene requirements. It is therefore important to the production of a safer packed product.

You will need to be able to pack orders to specification.

This unit is for you if you work in food and drink manufacture and/or supply operations and are involved in packing orders of products in readiness for despatch.

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. Pack orders to specification</p> <p>This means you:</p> <p>Follow the health, safety and hygiene requirements consistently</p> <p>Identify the correct order documentation, packing location, equipment and materials and method for storing packed goods</p> <p>Identify and report any damage to or problems with packing or storage equipment to the appropriate person</p> <p>Position packed orders correctly and check that moving items are immobilised</p> <p>Check that your packed order matches quality and quantity specifications</p>	<p>Evidence must be work-based, simulation alone is only allowed where shown in <b><i>bold italics</i></b></p> <p>Evidence of packing orders to specification as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>

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. the hygiene, health and safety requirements and why it is important to follow them
2. why it is important to avoid contamination and damage and what might happen if this is not done
3. types of personal protective clothing and equipment for packing activity and their appropriate use
4. how to work from verbal and written instructions
5. types of packing equipment and materials and how to use them
6. methods of packing orders to specified quality and quantity
7. defects in packing equipment and why it is important to report them immediately
8. consequences of leaving mobile equipment unsecured
9. why it is important to pack within the required timescales for despatch
10. potential hazards relating to work areas for packing food and drink products

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