

2098 Complete pre-journey and post journey procedures in food and drink operations

SQA Unit Code

H3D5 04

Level 2

SCQF Level 5

Credit value 3

Unit Summary

This standard is about completing pre-journey and post journey procedures in food and drink operations.

You will need to be able to carry out pre-journey procedures, to ensure the vehicle, documentation and vehicle load are ready for transport. You must also be able to carry out end of journey procedures.

This standard is for you if you work in food and drink operations and you are required to drive a vehicle to deliver goods.

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>
<p>1. Carry out pre-journey procedures</p> <p>This means you:</p> <p>Identify the vehicle and equipment being used for transporting the load</p> <p>Carry out pre-journey inspections on the Vehicle in line with manufacturer's instructions, company policy and relevant legislation, regulation and industry codes of practice</p> <p>Complete all pre-journey documentation</p> <p>Prepare and set up the vehicle to optimise performance and efficiency for the journey</p> <p>Confirm the safety and security of loads in accordance with relevant legislation, regulation and industry codes of practice</p>	<p>Evidence of carrying out pre-journey procedures as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>

<p>Confirm vehicle and loads are free from damage and in accordance with manufacturer's and industry guidelines</p> <p>Confirm vehicle and loads are free from contamination according to manufacturer's and industry hygiene and food safety guidelines</p> <p>Check temperature of load and vehicle</p> <p>Load vehicle in correct order and document accordingly</p> <p>Take the appropriate action to resolve any problems or difficulties found with the vehicle or the load</p> <p>Report and record any defects or damage in line with operational and organisational procedures</p>	
<p>2. Carry out post journey procedures</p> <p>This means you:</p> <p>Park and shut down the vehicle safely and securely</p> <p>Confirm the load has been collected or delivered in line with the schedule</p> <p>Confirm that all the necessary documentation has been completed and signed by the relevant person(s) and copies returned to the appropriate office</p> <p>Complete driver's records and make sure they comply with relevant legislation, regulation and industry codes of practice</p> <p>Report any damage or road traffic accidents to the relevant person(s) in line with operational and organisational procedures</p> <p>Complete a vehicle defect report when required in line with operational and organisational procedures</p> <p>Report any customer feedback in line with operational and organisational procedures</p>	<p>Evidence of carrying out post journey procedures as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</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.

You need to know and understand:

1. types of load for delivery or collection
2. type of vehicle transporting the consignment
3. relevant legislation, regulations and industry codes of practice related to pre-journey and post-journey procedures
4. the importance of good hygiene in relation to vehicles and consequent consignment contamination
5. the importance of ensuring the vehicle and products are maintained at the correct temperature
6. food safety legislation, manufacturer's and industry guidelines in relation to the loading and unloading of vehicles and transporting of loads
7. manufacturers and industry guidelines for preventing contamination and damage to the goods in transport
8. operational and organisation procedures for reporting and recording damage and defects
9. the importance of effective communication
documentation requirements when transporting goods
security implications when parking
10. vehicle defect recording procedures

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