

## 2187 Receive and offload bulk liquids in food manufacture

**SQA Unit Code**

**H3DM 04**

**Level 2**

**SCQF Level 5**

**Credit value 4**

### Unit Summary

This unit is about the skills needed for you to receive and offload bulk liquids in food and drink manufacture and/or supply operations. Receiving and offloading bulk liquids including raw milk, cream, concentrated milk, syrup and oil is important to the maintenance of production schedules and the maximisation of yield and quality from incoming materials.

You will need to be able to ensure the tanker bay and hosing equipment is available to receive the tanker. You will also be able to check that the offloading equipment is ready and in working order. You must also be able to adhere to organisational and regulatory requirements and address problems within the limits of your responsibility.

This unit is for you if you work in food and drink manufacture and/or supply operations and are involved in receiving and offloading bulk liquids in food manufacture.

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. Check the vehicle and contents</p> <p>This means you:</p> <p>Check the liquid matches delivery schedule documentation</p> <p>Check product temperature and record details according to organisational requirements</p> <p>Take pre-delivery samples for testing adhering to organisational hygiene and sampling procedures take action to address problems</p>	<p>Evidence must be work-based, simulation alone is only allowed where shown in <b>bold italics</b></p> <p>Evidence of checking the vehicle and contents as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>
<p>2. Prepare work area and equipment to receive bulk dairy liquids</p> <p>This means you:</p>	<p>Evidence of preparing work area and equipment to receive bulk dairy liquids in your role in accordance with workplace procedures and within the</p>

<p>Make sure that there is enough storage space available for the expected delivery volume</p> <p>Make sure offloading pumps and hoses are available and clean</p> <p>Check that the tank or silo is clean and fit for use ensure that the correct routes have been set to pump the product to the correct tank or silo</p> <p>Check that all drain valves and inspection hatches are securely closed</p> <p>Inform relevant people when unloading is about to begin</p>	<p>limits of your own responsibilities.</p>
<p>3. Offload bulk dairy liquids This means you:</p> <p>Check for leaks during offloading ensure off-loading is complete</p> <p>Inform relevant people when off-loading is complete</p> <p>Work within the limits of your responsibility and take action to address problems</p> <p>Store pumps and hoses according to organisational requirements</p> <p>Complete delivery documentation to organisational requirements</p>	<p>Evidence of offloading bulk dairy liquids in 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 organisational procedures relating to the receipt of bulk products
2. how to access delivery schedules documentation that tells you the quantity and type of deliveries to expect
3. the communication structures and procedures within the organisation and why it is important to follow them
4. how to check equipment is clean and suitable for use and what may happen if they are not carried out
5. the organisational requirements for testing on pre-delivery liquids
6. acceptable reasons for refusing bulk products into storage
7. organisational procedures to follow if faults are found in the liquid
8. what the correct routing is to transfer bulk product from tanker to storage vessel

9. how to deal with waste or spillage and what may happen if this is not done
10. what to do if there is contamination or loss of bulk product
11. how to check for leaks during the offloading process
12. why it is important to store hoses and other equipment correctly
13. how to work within the limits of your responsibility and take action to address problems
14. organisational requirements for the completion of documentation and why it is important to follow them

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