

2188 Weigh or measure ingredients in food manufacture

SQA Unit Code

H3DN 04

Level 2

SCQF Level 5

Credit value 5

Unit Summary

This unit is about the skills needed for you to weigh or measure ingredients in food and drink manufacture and/or supply operations. Weighing or measuring ingredients is important to the production of a final product that adheres to organisational quality and yield specifications.

You will need to be able to prepare ingredients and equipment when weighing or measuring. You must also be able to use weighing or measuring equipment following organisational standard operating procedures. You must also be able to follow organisational specifications or recipes, work within the limits of your responsibility and take action to address problems.

This unit is for you if you work in food and drink manufacture and/or supply operations and are involved in weighing or measuring ingredients 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: Evidence must be work-based, simulation alone is only allowed where shown in <i>bold italics</i>
<p>1. Prepare to weigh or measure ingredients</p> <p>This means you:</p> <p>Wear and use the correct personal protective equipment</p> <p>Source organisational equipment standard operating procedures</p> <p>Source the recipe or specification detailing the weight or volume requirements of each ingredient</p> <p>Establish and maintain effective spoken and written communication with relevant people</p> <p>Ensure that all necessary tools, equipment and</p>	<p>Evidence of preparing to weigh or measure ingredients as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>

<p>resources are available and fit for use</p> <p>Source ingredients requiring weighing or measuring</p> <p>Isolate and take action if ingredients do not meet organisational quality specifications</p>	
<p>2. Weigh or measure ingredients</p> <p>This means you:</p> <p>Check the organisational weighing or measuring tolerances for each ingredient and adhere to them</p> <p>Use product specifications or recipes to calculate or adjust the ratio of ingredients required</p> <p>Use appropriate weighing or measuring equipment according to organisational requirements</p> <p>Weigh or measure the required ingredients accurately avoiding cross contamination</p> <p>Transfer ingredients to containers following organisational requirements</p> <p>Label weighed or measured ingredients to organisational requirements</p> <p>Work within the limits of your responsibility and take action to address problems</p> <p>Complete the necessary documentation accurately and process to organisational requirements</p> <p>Store weighed or measured ingredients to organisational requirements</p>	<p>Evidence of weighing or measuring ingredients in 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. The regulatory and organisational requirements relating to the weighing or measuring of ingredients in food manufacture 2. What the personal protective equipment needed when weighing or measuring ingredients and how to use and wear it 3. The tools, equipment and resources needed to weigh or measure ingredients 4. common factors affecting quality of ingredients during handling, weighing,

measuring and storage

5. The importance of handling and preparing ingredients at the optimum temperature and conditions for effective weighing or measuring and how to do this
6. How to avoid contamination of ingredients during handling, weighing, measuring and storage and what might happen if this is not done
7. How to use product specifications or recipes to calculate or adjust the ratio of ingredients required and ensure these meet production needs
8. How to report non availability of ingredients and source alternative supplies of ingredients or alternative ingredients as permitted
9. The importance of using the correct type of weighing and measuring equipment according to the types and quantities of ingredients used
10. How to label and store ingredients ready for mixing or further processing
11. How to work within the limits of your responsibility and take action to address problems

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