

2212 Prepare tools and equipment for use in food and drink operations		
SQA Unit Code		H3DX 04
Level 2	SCQF Level 5	Credit value 4

Unit Summary
This standard is about the preparation of tools and equipment for use in a range of food and drink operations.

It covers obtaining tools and equipment from storage or cleaning areas in readiness for production work to a schedule. Also, setting up tools and equipment ready for the start of production.

This standard is appropriate to those working in food and drink operations that are required to prepare tools and equipment.

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 tools and equipment for use in food and drink operations</p> <p>This means you:</p> <p>Obtain tools and equipment that are appropriate to the scheduled food and drink operations</p> <p>Check that tools and equipment are undamaged, clean and fit for purpose select and use the correct personal protective equipment and clothing</p> <p>Prepare and set up tools and equipment according to the production schedule requirements</p> <p>Adjust the required tools and equipment correctly to the settings required for the start up of production</p> <p>Take action to deal with problems outside your own area of responsibility complete all records</p>	<p>Evidence of preparing tools and equipment for use in food and drink operations as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>

accurately and promptly

Follow legal and regulatory, health and safety, hygiene and environmental standards and instructions

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.

- K1 the relevant legal and regulatory, health and safety, hygiene and environmental standards and instructions and what might happen if they are not met
- K2 the importance of only using equipment and tools you are trained to use
- K3 why it is important to identify hazards and take the necessary precautions to avoid them
- K4 the range of tools and equipment used for the food and drink operations and their appropriate use
- K5 the purpose of personal protective equipment and clothing
- K6 how to source and read production schedules and other relevant production documentation
- K7 the importance of obtaining and preparing tools and equipment in advance of production start up
- K8 the effect on yield of incorrect or poorly prepared tools routine checks and maintenance requirements
- K9 the problems that can occur because of broken or faulty equipment and tools reporting procedures for faulty or broken equipment and tools
- K10 the limits of your own authority and why it is important to work within 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