

3211 Monitor hygiene cleaning in food and drink operations		
SQA Unit Code		H3HE 04
Level 3	SCQF Level 6	Credit value 6

<p>Unit Summary</p> <p>This standard is about monitoring hygiene cleaning effectively and safely cleaning in the plant and work areas and to ensure it fits the overall cleaning plan. Hygiene and food safety are very important to the food and drink industry and this should be maintained with auditable evidence to meet regulatory requirements. This standard covers the preparation and cleaning skills required to conform to a cleaning schedule and plan.</p> <p>This standard is for you if you monitor the hygiene cleaning of plant and work areas in food and drink operations.</p>
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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. Monitor hygiene cleaning in food and drink operations</p> <p>This means you:</p> <p>Establish cleaning requirements from the specification</p> <p>Ensure the instructions for cleaning requirements are clear ensure the area is prepared and ready for cleaning</p> <p>Ensure the correct personal protective equipment is available and used</p> <p>Monitor the selection and usage of specified cleaning solutions following company procedures</p> <p>Ensure the correct cleaning equipment is selected, prepared and used maintain effective communication as required throughout the process enforce cleaning requirements</p>	<p>Evidence must be work-based, simulation alone is only allowed where shown in <i>bold italics</i></p> <p>Evidence of monitoring hygiene cleaning in food and drink operations as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>

<p>Ensure that cleaning operations are carried out using cleaning solutions, materials and equipment as required</p> <p>Ensure that the cleaning is carried out without causing unnecessary down time to plant and equipment</p> <p>Ensure that the cleaning is completed within the specified time leave plant, equipment and work areas fit for future use supervise and carry out swabbing where required</p> <p>Monitor cleanliness to agreed specifications and correctly re-instate plant, equipment and work areas</p> <p>Oversee the storage of cleaning materials and equipment back in the right place in the correct condition</p> <p>Enforce any necessary precautions to prevent the spread of contamination to other areas</p> <p>Identify, report and take appropriate action in regard to any signs of contamination, damage or environmental concerns</p> <p>Ensure waste or debris is disposed of correctly</p> <p>Ensure all records are accurate and complete follow legal or regulatory requirements, health and safety, hygiene and environmental standards or instructions</p>	
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<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.</p>
<ol style="list-style-type: none">1. the relevant legal or regulatory requirements, the health and safety, hygiene and environmental standards and instructions and what may happen if they are not followed2. how to carry out COSHH and risk assessment3. why it is important to organise and coordinate the cleaning process4. the purpose of cleaning instructions and schedules and the risks involved in not following them5. how to make recommendations or amendments to cleaning instructions and schedules

6. the situations that may occur when cleaning and how to deal with these
7. how to establish personal protective clothing is fit for purpose and what to do with equipment that is unfit for use
8. when and how to use guards and warning notices
9. when a permit to work is required, how it is used, and what might happen if it is not obtained before cleaning starts
10. the frequency with which different items of equipment should be cleaned and maintained
11. the precautions to take to ensure that the product is not contaminated by cleaning materials
12. emergency procedures for chemical spillage or contact with skin
13. the actions to take if the cleaning cannot be completed within the specified time the need to achieve the required standard of cleanliness and what may happen if this is not done
14. the need to identify, report and handle any signs of contamination, damage or environmental concerns and what may happen if this is not done
15. reasons for sampling and what may happen if it is not carried
16. the correct waste disposal procedure and what may happen if it is not followed what special precautions need to be taken regarding potentially hazardous waste and what to do if something goes wrong
17. how cleaning can help with the maintenance of equipment and machinery
18. why it is important to keep accurate records and what might happen if this is not done
19. the importance of effective communication

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