

## 3125 Monitor effectiveness of picking and packing operations in a food environment

**SQA Unit Code**

**H3YG 04**

**Level 3**

**SCQF Level 6**

**Credit value 5**

### Unit Summary

This unit is about the skills needed for you to monitor effectiveness of picking and packing operations in food and drink manufacture and/or supply operations. Monitoring the effectiveness of picking and packing operations is important to controlling risk to health and safety.

You will need to be able to monitor the picking and packing processes. You also need to show you can control risk to health and safety in the workplace.

This unit is for you if you work in food and drink manufacture and/or supply operations and are involved in organising the picking and packing of food and drink products. You may be a team leader, line manager or supervisor.

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 ***bold italics***

1. Monitor the picking and packing process

This means you:

Monitor progress against targets for preparation of orders for distribution

Check that the quality of the products is maintained

Adapt allocation of work activities to meet changing priorities and targets

Report factors influencing effectiveness which are outside your own area of responsibility to the relevant people

Make recommendations to improve the picking and packing process to relevant people

Evidence of monitoring the picking and packing process as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.

<p>2. Control risk to health and safety in the workplace This means you:</p> <p>Control risk to health and safety during picking and packing process, ensuring compliance with relevant legal and standard operational requirements</p> <p>Monitor correct and safe use of all tools and equipment to minimise risk</p> <p>Identify promptly and take corrective action regarding potential and actual hazards in the workplace</p>	<p>Evidence of controlling risk to health and safety in the workplace as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>
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<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"><li>1. Key features of legal and operational requirements</li><li>2. How to define systems and procedures</li><li>3. Why it is important to have defined systems and procedures</li><li>4. Why it is important to set up and maintain conditions for picking and packing of orders</li><li>5. How to deal with non-compliance and variation to conditions</li><li>6. Why it is important to meet targets for picking and packing processes</li><li>7. How to review and modify the order processing systems and procedures</li><li>8. Potential risks and hazards in the workplace</li><li>9. How to allocate resources to meet objectives</li><li>10. How to allocate work and instruct others</li><li>11. Ways to maintain product quality in the order packing process</li><li>12. Why it is important to check packed orders against the original order</li><li>13. Implications of poor quality products and incorrectly packed orders</li><li>14. Why orders need to be ready for despatch at a specific time</li><li>15. Why you need to consider the needs of others when deciding the format of documentation</li></ol>

<p>Evidence of performance may employ examples of the following assessment:</p> <ul style="list-style-type: none"><li>• observation</li><li>• written and oral questioning;</li><li>• evidence from company systems (e.g. Food Safety Management System)</li><li>• reviewing the outcomes of work</li><li>• checking any records of documents completed</li><li>• checking accounts of work that the candidate or others have written</li></ul>
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