

<b>2242 Control product wrapping and labelling using automated processes</b>		
<b>SQA Unit Code</b>		<b>H657 04</b>
<b>Level 2</b>	<b>SCQF Level 5</b>	<b>SCQF Credit value 5</b>

**Unit Summary**

This unit is about the skills you need to control product wrapping and labelling using automated processes in food and drink manufacture. This is important to the efficient production of finished food products, and is essential to maintaining the quality of the final product.

You will need to be able to prepare for, carry out and finish wrapping and labelling according to specifications, following company procedures and legal requirements.

This unit is for you if you work in food and drink manufacture and/or supply operations and are involved in controlling product wrapping and labelling using automated processes.

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 <b><i>bold italics</i></b>
<p>1. Prepare for wrapping and labelling</p> <p>This means you:</p> <p>Check the availability of products for wrapping and labelling</p> <p>Check that products meet production specifications prior to wrapping</p> <p>Select wrapping and packaging equipment and materials appropriate for products</p> <p>Set up machinery</p> <p>Start up machinery and check that it is working to specification</p> <p>Deal with problems to maintain schedules</p>	<p>Evidence of preparing for wrapping and labelling in a food environment in accordance with workplace procedures</p>

<p>Maintain effective communication as required throughout</p>	
<p>2. Carry out wrapping and labelling</p> <p>Control the infeed of products for wrapping and labelling</p> <p>Scan products for metal or other foreign bodies</p> <p>Control the progress of products during wrapping and labelling</p> <p>Control the output of products</p> <p>Separate substandard or contaminated products from those that meet product specifications</p> <p>Take action in response to operating problems within the remit of own authority</p> <p>Control transfer of products to the next processing stage</p>	<p>Evidence of carrying out wrapping and labelling in a food environment in accordance with workplace procedures</p>
<p>3. Finish wrapping and labelling</p> <p>This means you:</p> <p>Check products are closed and sealed shut down the machinery</p> <p>Remove and dispose of waste and by-products</p> <p>Check and ensure that machinery is ready for further use</p> <p>Maintain effective communication as required throughout</p> <p>Report and take appropriate action regarding any problems which may arise</p> <p>Complete relevant documentation accurately and make available as necessary</p> <p>Follow legal and regulatory requirements, organisational health and safety, hygiene and</p>	<p>Evidence of finishing wrapping and labelling in a food environment in accordance with workplace procedures</p>

environmental standards or instructions	
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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. what the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions are and what may happen if they are not followed
2. the purpose and importance of the process
3. what equipment and tools to use and their correct condition
4. what materials to use and in what quantity
5. how to obtain and interpret the relevant process or ingredient specification
6. what recording, reporting and communication is needed and how to carry this out correctly and the reasons why it is important to do so
7. what action to take when the process specification is not met
8. how to carry out the necessary pre start checks and why it is important to do so
9. how to follow the start up procedures for the process and why it is important to do so
10. how to obtain the necessary resources for the process
11. how to follow work instructions and why it is important to do so
12. common sources of contamination during processing, how to avoid these and what might happen if this is not done
13. how to operate, regulate and shut down the relevant equipment
14. when it is necessary to seek assistance and how to seek it
15. how to follow the relevant process control procedures and why it is important to do so
16. different ways to carry out the process
17. how to carry out the process in an efficient manner and why it is important to do so
18. what the limits of your own authority and competence are and why it is important to work within them
19. how to deal with items that can be re-cycled or re-worked
20. how to dispose of waste correctly and why it is important to do so
21. how to make equipment ready for future use

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

