

EM115 Hand over and confirm completion of maintenance activities within food and drink operations		
SQA Unit Code	HD5L 04	
Level 3	SCQF Level 6	Credit value 41

Unit Summary

This standard identifies the competences you need to hand over food and drink operations related equipment that has been repaired, or on which some form of maintenance activity has taken place, and to confirm that the equipment is now ready to return to service. Following the maintenance activity, you will be required to, either set up the equipment and hand it over to another person to complete the required start-up procedures, or complete the run-up operation yourself, ensuring that the equipment is ready for operation before handover. This will involve checking that all the required equipment and safety devices are operable and correctly set and/or calibrated, and that the equipment functions safely and correctly to the required specification, including any specific food safety cleaning requirements. Food and drink operations is a term used in this standard to cover the following sub sectors of Meat, Drinks, Confectionery, Fresh Produce, Bakery, Seafood and Dairy.

On handing over the equipment, you will be expected to highlight any new, current or changed operating features of the equipment, and to inform the appropriate person of any future maintenance requirements. You must also ensure that you receive confirmation that everyone involved in the handover accepts that the maintained equipment is in a satisfactory condition to return to service.

You will be expected to work with minimal supervision, taking personal responsibility for your own actions, and for the quality and accuracy of the work that you carry out.

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. Hand over and confirm completion of maintenance activities within food and drink operations</p> <p>This means you:</p> <p>Work safely at all times, complying with health and safety and other relevant regulations,</p>	<p>Evidence must be work-based, simulation alone is only allowed where shown in <i>bold italics</i></p> <p>Evidence of handing over and confirming completion of maintenance activities within food and drink operations as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>

<p>directives and guidelines relating to food and drink</p> <p>Confirm that everyone involved accepts the product or asset is in a satisfactory condition for handover to take place</p> <p>Clearly identify any unusual features of the condition of the product or asset</p> <p>Make the handover and obtain agreement between everyone involved on the precise moment of transfer of responsibility</p> <p>Deal promptly and effectively with problems within your control and report those that you cannot solve</p> <p>Make sure that clear, accurate and complete records of the handover are made</p>	
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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. the health and safety requirements of the area in which the handover is to take place, and the responsibility they place on you not to compromise food safety
2. the isolation and lock-off procedure or permit-to-work procedure that applies to the equipment being maintained, including the critical control points
3. the specific health and safety food and drink precautions to be applied during the handover procedure, and their effects on others
4. the requirements of the British Retail Consortium (BRC) guidelines and standards in relationship to the hand over activities
5. the specific requirements of your customer/client specifications in relationship to the hand over activities
6. your responsibilities in relationship to Hazard Analysis and Critical Control Points (HACCP, TACCP, VACCP) during the hand over activities
7. the importance of wearing protective clothing and other appropriate safety equipment (PPE) whilst operating/using the equipment during the handover operations and where it may be obtained
8. the checking process to be followed before handing over the equipment (such as are the safety and quality systems operable, does the equipment function to specification, cleanliness)
9. the checks required to ensure that all tools, materials and components are all

- accountable before operating the equipment
10. the cleaning requirements/policies in place before returning the equipment into full operational production
11. the appropriate handover procedure, depending on the maintenance activity carried out (repair, modification, preventative maintenance, scheduled servicing)
12. the procedure for involving the appropriate people when operating/using the equipment
13. the need to highlight, where appropriate, any new, current or changed operating features of the maintained or installed equipment
14. the importance of informing the appropriate person of any future maintenance requirements
15. the need to confirm that the other person understands how to use/operate the equipment before handing the equipment over to them
16. the need to ensure that the person you are handing over the equipment to accepts that it is in a satisfactory condition
17. the organisational documentation procedures to be used with regard to the handover
18. how to create and maintain effective working relationships with appropriate people (including encouraging, helping, politeness, open discussions both ways)
19. the problems that can occur during handover, and how they can be overcome
20. the extent of your own authority and to whom you should report if you have problems that you cannot resolve

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