SCOTTISH QUALIFICATIONS AUTHORITY

Unit DR6R 04 (1GEN6) **Maintain a vending machine**

This Unit has the following elements:

Element 1 (1GEN6.1)	**Clean a merchandising vending machine**
Element 2 (1GEN6.2)	**Clean a drinks vending machine**
Element 3 (1GEN6.3)	**Fill a vending machine**
Element 4 (1GEN6.4)	**Display vending goods**

Candidate Name:

Assessment Centre:

I have completed the requirements of this Unit.

Candidate signature: _____ **Date:** _____

I can confirm the candidate has completed all requirements of this Unit.

Assessor signature: _____ **Date:** _____

Assessor counter signature:
(where applicable) _____ **Date:** _____

IV signature: _____ **Date:** _____

IV counter signature:
(where applicable) _____ **Date:** _____

Unit DR6R 04 (1GEN6) Maintain a vending machine

Unit Summary

This Unit is about cleaning the inside and outside of a merchandising vending machine, testing the machine, and completing any relevant documentation. The Unit also covers similar activities for drinks machines, procedures for filling chilled food, drinks, and ambient vending machines, and the methods for presenting vending goods.

The typical day-to-day activities you might carry out for this Unit include:

- isolating the electricity supply
- wearing protective clothing
- cleaning the vending machine
- testing the vending machine
- restocking the vending machine
- displaying items correctly
- completing documentation
- tidying up

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Unit DR6R 04 (1GEN6) Maintain a vending machine

Element 1 (1GEN6.1) Clean a merchandising vending machine

What you must do (circled numbers must be observed)		Assessor initials/date
①	Isolate the electricity supply in line with the manufacturers' instructions	
②	Select cleaning equipment and **materials** that are appropriate to the task and prepare them for use	
③	Wear protective clothing in line with the manufacturer's instructions	
④	Clean the **machine** according to the specified cleaning schedule	
⑤	Leave the interior and exterior of the **machine** clean, dry and smear free	
⑥	Test the vending **machine** for normal operation	
⑦	Complete all necessary records	
⑧	Leave the area immediately around the **machine** clean, tidy and free from rubbish	

What you must cover (minimum requirement for observation in italic and bold) Evidence for the remaining points may be assessed through questioning or witness testimony	**Activity/Evidence** (insert tick or supplementary reference)					
	1	**2**	**3**	**4**	**5**	**6**
***Cleaning materials**, at least **one** required from the following:*						
sanitizer						
sterilant						
***Machine**, at least **one** required from the following:*						
chilled food machine						
can machine						
ambient machine						

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Unit DR6R 04 (1GEN6) Maintain a vending machine

Element 1 (1GEN6.1) Clean a merchandising vending machine

Candidate name:		Assessor initials/date
No	**Activity**	
1		
2		
3		
4		
5		
6		

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Unit DR6R 04 (1GEN6) Maintain a vending machine

Element 2 (1GEN6.2) Clean a drinks vending machine

What you must do (circled numbers must be observed)		Assessor initials/date
①	Isolate the electricity supply safely, in line with the manufacturer's instructions	
②	Select cleaning equipment and **materials** that are appropriate for the task and prepare them for use	
③	Wear protective clothing in line with manufacturer's instructions	
④	Dismantle key internal **working parts** for cleaning	
⑤	Prepare the **machine** and its internal **working parts** for cleaning	
⑥	Clean the **machine** and its internal **working parts** in line with the specified cleaning schedules and the appropriate health and safety requirements	
⑦	Leave the interior and exterior of the **machine** clean, dry and smear free	
⑧	Complete all necessary records	
⑨	Test the vending machine for correct operation	

What you must cover (minimum requirement for observation in italic and bold) Evidence for the remaining points may be assessed through questioning or witness testimony	**Activity/Evidence** (insert tick or supplementary reference)					
	1	**2**	**3**	**4**	**5**	**6**
***Cleaning materials**, at least **one** required from the following:*						
sanitizer						
sterilant						
***Working parts**, at least **one** required from the following:*						
ingredient canister						
the brewer Unit						
carbon dioxide gas cylinder						
***Machine**, at least **one** required from the following:*						
in-cup/sachet/cartridge/dispenser						
instant machines						
fresh brew						

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Unit DR6R 04 (1GEN6) Maintain a vending machine

Element 2 (1GEN6.2) Clean a drinks vending machine

Candidate name:		Assessor initials/date
No	**Activity**	
1		
2		
3		
4		
5		
6		

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Unit DR6R 04 (1GEN6) Maintain a vending machine

Element 3 (1GEN6.3) Fill a vending machine

What you must do (circled numbers must be observed) Evidence for the remaining points may be assessed through questioning or witness testimony		**Assessor initials/date**
①	Isolate the electricity safely, in accordance with the manufacturer's instructions	
②	Remove and dispose of any stock that is already in the **machine** and has passed its expiry date	
③	Supply enough stock to meet demand, and position it correctly in the **machine**	
④	Follow stock rotation procedures	
⑤	Test the vending **machine** for normal operation	
6	Complete all necessary records	

What you must cover (minimum requirement for observation in italic and bold) Evidence for the remaining points may be assessed through questioning or witness testimony	**Activity/Evidence** (insert tick or supplementary reference)					
	1	**2**	**3**	**4**	**5**	**6**
***Machine**, at least **one** required from the following:*						
chilled food machine						
drinks machine						
ambient machine						

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Unit DR6R 04 (1GEN6) Maintain a vending machine

Element 3 (1GEN6.3) Fill a vending machine

Candidate name:		Assessor initials/date
No	**Activity**	
1		
2		
3		
4		
5		
6		

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Unit DR6R 04 (1GEN6) Maintain a vending machine

Element 4 (1GEN6.4) Display vending goods

What you must do (circled numbers must be observed) Evidence for the remaining points may be assessed through questioning or witness testimony		**Assessor initials/date**
①	Place the correct quantity and types of items in the machine	
②	Display the items using appropriate **presentation methods** that will maximise machine sales	
3	Use suitable replacements for unavailable items	
4	Make **information changes**	

What you must cover (minimum requirement for observation in italic and bold) Evidence for the remaining points may be assessed through questioning or witness testimony	**Activity/Evidence** (insert tick or supplementary reference)					
	1	**2**	**3**	**4**	**5**	**6**
***Presentation methods**, at least **one** required from the following:*						
label visibility						
product variety						
***Information changes**, at least **none** required from the following:*						
computerised/manual						
menu information						
pricing information						

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Unit DR6R 04 (1GEN6) Maintain a vending machine

Element 4 (1GEN6.4) Display vending goods

Candidate name:		Assessor initials/date
No	**Activity**	
1		
2		
3		
4		
5		
6		

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Unit DR6R 04 (1GEN6) Maintain a vending machine

What you must know for the Unit	
Element 1 (1GEN6.1) Clean a merchandising vending machine	
K1	Safe and hygienic practices to follow when cleaning a merchandising vending machine
K2	Why it is important to check the electricity supply is safely isolated if applicable to the machine
K3	Why it is important to wear protective clothing
K4	Why it is important not to mix chemicals
K5	What the appropriate usage measures are for the cleaning agents
K6	Why it is important that the interior and exterior of the machine is left clean, dry and free from smears
K7	Why it is important to keep the area immediately around the vending machine clean and tidy
K8	Why work routines and sequences need to be followed
K9	Why it is important to conduct a test vend
K10	Unexpected situations that may occur when cleaning a merchandising vending machine and how to deal with these
Element 2 (1GEN6.2) Clean a drinks vending machine	
K11	Safe and hygienic working practices when cleaning a drinks vending machine
K12	Why it is important to keep the area immediately around the vending machine clean and tidy
K13	Why work routines and sequences need to be followed
K14	Why it is important that the interior and exterior of the machine is left clean, dry and free from smears
K15	Unexpected situations that may occur when cleaning a drinks vending machine and why these are important
Element 3 (1GEN6.3) Fill a vending machine	
K16	Safe and hygienic working practices when filling a vending machine
K17	What procedures need to be followed if faults or problems are identified
K18	Why it is important that the interior of the machine is clean prior to re-stocking
K19	Why it is necessary to carry out temperature tests
K20	Why stock rotation procedures need to be followed
K21	What documentation needs to be accurately completed
K22	What the daily schedules are
K23	Unexpected situations that may occur when filling a vending machine and why these are important
Element 4 (1GEN6.4) Display vending goods	
K24	Why merchandising plans are used
K25	How items should be presented to maximise sales
K26	Why information changes should be accurate

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Knowledge evidence retained

Assessor signature: _____ **Date:** _____

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Unit DR6R 04 (1GEN6) Maintain a vending machine

Candidate name:		Assessor initials/date
Ref	**Supplementary evidence**	
A		
B		
C		
D		
E		
F		
G		
H		

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Assessor Feedback

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