**Culinary Ability: Food Preparation Award – Evidence Recording Form** 

**HD90 04 Receive and Store Goods in a Catering Environment**

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| **Candidate Name:** | **Scottish Candidate Number (SCN):** |

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| This unit is about receiving deliveries from suppliers, storing goods appropriately and following stock rotation procedures. The aim of the unit is to enable the learner to demonstrate they can use and complete relevant documentation when checking items received from suppliers and store goods appropriately.  Completion of this unit will enable learners to demonstrate that they can:   * Receive delivery of goods from suppliers * Store goods appropriately |

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| **I confirm that the candidate has met all the requirements of this unit.** | |
| **Assessor’s Signature:** | **Date:** |

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| **Candidate’s Signature** | **Date:** |

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| ***To be completed if sampled for internal verification*** | |
| **I agree with the assessor’s judgement that the evidence sampled meets the standards specified for this unit.** | |
| **Internal Verifier’s Signature:** | **Date:** |

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| External Verifier Initial and Date (if sampled): |
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| **What you must do** | **What you must know** |
| **Receive delivery of goods from Suppliers** | |
| D1. Check and sign relevant documents (e.g. purchase order/delivery note) to ensure goods delivered match those ordered  D2. Ensure that delivered goods are undamaged, at the appropriate temperature, are of the correct quality and within their expiry date  D3. Take appropriate action when there are problems with the good delivered | K1. What documents must be referred to  K2. Why it is important to check relevant documents when receiving goods from suppliers  K3. What documents must be retained for records  K4. How to check that the goods delivered are undamaged, of the correct quality, at the correct temperature and within their expiry date  K5. What to do if there are problems with the goods delivered |
| **Store goods appropriately** | |
| D4. Comply with food safety regulations at all times  D5. Prepare goods for storage (this must include accurate labelling and date coding)  D6. Store goods in the appropriate area (e.g. dry store, larder, cold room, freezer, etc)  D7. Follow organisational procedures for stock rotation | K6. Relevant food safety regulations when preparing for and placing goods into storage  K7. Why it is important to comply with food safety regulations  K8. How different goods should be prepared for storage  K9. Why it is important to accurately label and date code goods for storage  K10. The different types of storage area (e.g. dry store, larder, cold room, freezer, etc) and the different categories of goods stored therein  K11. Why it is important to store goods in the appropriate area  K12. The organisations’ procedures for stock rotation |
| *There must be performance evidence for the ‘What you must do’ statements from at least three separate occasions*  *If problems situations are unlikely to occur naturally at the time of assessment, then a simulated situation may be set-up* | *Evidence for any of the ‘What you must know’ statements that cannot be inferred through the learners performance, may be assessed using questioning (e.g. the assessor could ask open questions during an observation session and record the learner’s response on a checklist. Alternatively a multiple choice test, or similar could be used)* |
| **Notes:** For ‘What you must do’ statement D2 learners should be able to identify both good and poor quality products. | |

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Tick (✓) when observed, insert ‘S’ when supplementary evidence used

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| **Ref** | **Description of Evidence** | **Date** | **What you must do/What you must know statements** | | | | | | | | | | | | **Other units covered** |
|  |  |  | **D1** | **D2** | **D3** | **D4** | **D5** | **D6** | **D7** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **K1** | **K2** | **K3** | **K4** | **K5** | **K6** | **K7** | **K8** | **K9** | **K10** | **K11** | **K12** |
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|  |  |  | **D1** | **D2** | **D3** | **D4** | **D5** | **D6** | **D7** |  |  |  |  |  |  |
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| **K1** | **K2** | **K3** | **K4** | **K5** | **K6** | **K7** | **K8** | **K9** | **K10** | **K11** | **K12** |
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|  |  |  | **D1** | **D2** | **D3** | **D4** | **D5** | **D6** | **D7** |  |  |  |  |  |  |
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| **K1** | **K2** | **K3** | **K4** | **K5** | **K6** | **K7** | **K8** | **K9** | **K10** | **K11** | **K12** |
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|  |  |  | **D1** | **D2** | **D3** | **D4** | **D5** | **D6** | **D7** |  |  |  |  |  |  |
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| **K1** | **K2** | **K3** | **K4** | **K5** | **K6** | **K7** | **K8** | **K9** | **K10** | **K11** | **K12** |
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| **Assessor’s Comments** |
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| **Candidate’s Comments** |
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