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

**HD95 04 Clean and Disinfect Work Areas, Tools and Equipment in a Catering Environment**

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

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| This unit is about the routine cleaning and disinfecting of kitchen working areas, tools and equipment. The aim of the unit is to enable the learner to demonstrate that they can maintain personal and workplace cleanliness and hygiene by following organisational procedures and food safety regulations.  Completion of this unit will enable learners to demonstrate that they can:   * Clean and disinfect work areas * Clean and disinfect catering tools and equipment |

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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** |
| **Clean and disinfect work areas** | |
| D1. Refer to your organisations’ cleaning schedule  D2. Wear the appropriate personal protective equipment  D3. Move and protect items, including food, in the cleaning area  D4. Select and use the appropriate cleaning methods for the area being cleaned (e.g. using hot soapy water, the correct disinfecting products and/or equipment)  D5. Systematically follow organisational procedures for cleaning work areas, including own workstation, floors and walls (including completion of relevant documentation)  D6. Report any problems to the appropriate person | K1. Your organisations’ procedures for cleaning work areas, including own workstation, floors and walls  K2. Where to access your organisation’s cleaning schedule for work areas  K3. Why it is important to wear the appropriate personal protective equipment  K4. Why items, including food, should be moved and protected when cleaning  K5. How to select the appropriate cleaning and disinfecting products and equipment for the area being cleaned  K6. Where to find instructions for the use of cleaning and disinfecting products and equipment  K7. How to use cleaning and disinfecting products, including the correct water to solution ratio if appropriate  K8. Who you should report any problems to |
| **Clean and disinfect catering tools and equipment** | |
| D7. Refer to your organisations’ cleaning schedule  D8. Wear the appropriate personal protective equipment  D9. Follow safe working practices when handling, dismantling and re-assembling catering tools and equipment  D10. Select and use the appropriate cleaning methods for the items being cleaned (e.g. using hot soapy water, the correct disinfecting products and/or equipment)  D11. Systematically follow organisational procedures for cleaning tools and equipment  D12. Store tools and equipment in the designated locations on completion of cleaning and disinfecting  D13. Report any faults with tools or equipment to the relevant person | K9. Your organisations’ procedures for cleaning tools and equipment  K10. Where to access your organisation’s cleaning schedule for tools and equipment  K11. Why it is important to wear the appropriate personal protective equipment  K12. Where to access the manufacturers’ instructions for dismantling and re-assembling catering tools and equipment  K13. How to safely maintain, handle and clean knives  K14. Why it is important to work safely and follow manufacturers’ instructions when cleaning and disinfecting catering tools and equipment  K15. How to select the appropriate cleaning and disinfecting products and equipment for the items being cleaned  K16. Where to find instructions for the use of cleaning and disinfecting products and equipment  K17. How to use cleaning and disinfecting products, including the correct water to solution ratio if appropriate  K18. Who you should report any problems to |
| *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:** | |

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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** | **D8** | **D9** | **D10** | **D11** | **D12** | **D13** |  |  |  |  |  |  |
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| **K1** | **K2** | **K3** | **K4** | **K5** | **K6** | **K7** | **K8** | **K9** | **K10** | **K11** | **K12** | **K13** | **K14** | **K15** | **K16** | **K17** | **K18** |  |
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|  |  |  | **D1** | **D2** | **D3** | **D4** | **D5** | **D6** | **D7** | **D8** | **D9** | **D10** | **D11** | **D12** | **D13** |  |  |  |  |  |  |
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| **K1** | **K2** | **K3** | **K4** | **K5** | **K6** | **K7** | **K8** | **K9** | **K10** | **K11** | **K12** | **K13** | **K14** | **K15** | **K16** | **K17** | **K18** |  |
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|  |  |  | **D1** | **D2** | **D3** | **D4** | **D5** | **D6** | **D7** | **D8** | **D9** | **D10** | **D11** | **D12** | **D13** |  |  |  |  |  |  |
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| **K1** | **K2** | **K3** | **K4** | **K5** | **K6** | **K7** | **K8** | **K9** | **K10** | **K11** | **K12** | **K13** | **K14** | **K15** | **K16** | **K17** | **K18** |  |
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|  |  |  | **D1** | **D2** | **D3** | **D4** | **D5** | **D6** | **D7** | **D8** | **D9** | **D10** | **D11** | **D12** | **D13** |  |  |  |  |  |  |
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| **K1** | **K2** | **K3** | **K4** | **K5** | **K6** | **K7** | **K8** | **K9** | **K10** | **K11** | **K12** | **K13** | **K14** | **K15** | **K16** | **K17** | **K18** |  |
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| **Assessor’s Comments** |
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| **Candidate’s Comments** |
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