

Unit IMPSD111 (J5NC 04) Organise the Receipt and Storage of Goods in Food and Drink Operations

I confirm that the evidence detailed in this unit is my own work.

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| **Candidate’s name** |  | **Candidate’s signature** |  | **Date** |
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I confirm that the candidate has achieved all the requirements of this unit.

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| **Assessor’s name** |  | **Assessor’s signature** |  | **Date** |
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| **Countersigning — Assessor’s name**  **(if applicable)** |  | **Countersigning — Assessor’s signature**  **(if applicable)** |  | **Date** |
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I confirm that the candidate’s sampled work meets the standards specified for this unit and may be presented for external verification.

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| **Internal verifier’s name** |  | **Internal verifier’s signature** |  | **Date** |
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| **Countersigning — Internal verifier’s name**  **(if applicable)** |  | **Countersigning — Internal verifier’s signature**  **(if applicable)** |  | **Date** |
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| **External Verifier’s initials and date (if sampled)** |  |

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| **Unit overview** |
| This standard covers the skills and knowledge needed to organise the receipt and storage of goods in food and drink operations. |

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| **Sufficiency of evidence** |
| There must be sufficient evidence to ensure that the candidate can consistently achieve the required standard over a period of time in the workplace or approved realistic working environment. |

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| **Performance criteria** |
| **What you must do:** |
| There must be evidence for **all** Performance Criteria (PC). |
| **Monitor and assess incoming deliveries against requirements**   1. Assemble enough able staff and brief them before deliveries are received 2. Prepare the receiving area for the delivery 3. Check that deliveries are unloaded in a manner that complies with health and safety procedures 4. Check goods in accordance with organisational requirements 5. Complete documentation in accordance with organisational requirements 6. Check delivery records to see whether your organisation's service requirements have been met by individual suppliers 7. Identify discrepancies and delivery problems, and resolve them within the agreed timescales   **Organise and maintain**   1. Organise storage facilities to take account of operational needs, safety requirements and the preservation of the condition of goods 2. Provide staff with up-to-date information and appropriate training in the operation of the storage system 3. Allocate and explain roles and responsibilities in storing and moving goods 4. Develop and update contingency plans to cope with abnormal situations 5. Check regularly that people are storing and moving goods in compliance with health and safety regulations 6. Keep complete and up-to-date stock records that can be accessed by everyone who needs them   **Monitor and maintain stock movement and storage practice**   1. Maintain a routing for checking stock and storage, 2. Carry out spot checks at appropriate intervals 3. Check that out of date stock at risk of deteriorating is identified promptly 4. Take prompt remedial action to deal with out of date stock which meets both organisational and legal requirements 5. Monitor the storage and movement of stock in accordance with organisational requirements |

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| **Evidence reference** | **Evidence description** | **Date** | **Performance criteria** | | | | | | | | | | | | | | | | | |
| **What you must do** | | | | | | | | | | | | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** |
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| **Knowledge and understanding** | | **Evidence reference**  **and date** |
| **What you must know and understand** | |
| For those knowledge statements that relate to **how** the candidate should do something, the assessor may be able to infer that the candidate has the necessary knowledge from observing their performance or checking products of their work. In **all** other cases, evidence of the candidate’s knowledge and understanding must be gathered by alternative methods of assessment (eg oral or written questioning). | |
| 1 | How to prepare for the receipt and handling of different types of goods |  |
| 2 | Procedures for receiving goods, including dealing with discrepancies and late deliveries |  |
| 3 | Staff involved in or affected by a delivery schedule and the information they need to be able to receive goods efficiently |  |
| 4 | Your business' criteria for accepting goods |  |
| 5 | Why it is important to check incoming goods against requirements promptly after uploading |  |
| 6 | Recording and control systems including procedures for checking goods received |  |
| 7 | Safety and security procedures for receiving goods and materials |  |
| 8 | How to assess the storage needs for goods on order |  |
| 9 | How to protect goods from deterioration and damage in a variety of circumstances |  |
| 10 | How to determine appropriate storage layout and solve storage problems efficiently, safely and securely |  |
| 11 | How to run the stock recording and controlling systems in compliance with company procedures |  |
| 12 | Legal requirements for storing goods and materials in food supply chain |  |
| 13 | When and who to check stock and storage, including both routine and spot checks |  |
| 14 | Legal and organisational requirements for removing out of date stock |  |
| 15 | Your organisation's requirements for storing and moving stock, and how to monitor that these requirements are being met |  |
| 16 | How to evaluate the profitability of ideas for improving the procedures for moving and storing stock |  |
| 17 | The causes of stock deterioration and damage and how these affect products |  |
| 18 | Your company's requirements and quality standards for storage |  |
| 19 | What information colleagues require to be able to operate the storage system |  |
| 20 | Company policy and procedures relating to goods susceptible to damage or deterioration |  |
| 21 | Your company's systems and procedures for moving and storing goods and materials |  |

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# Supplementary evidence

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| **Evidence** | | **Date** |
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| **Assessor feedback on completion of the unit** |
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