



Unit F2RD 04 (105)

Prepare to Receive Goods and Materials in Food Manufacture

Unit Summary

This Unit is about preparing to receive food and drink goods and materials for storage. You need to collate pre-delivery advice; make sure that the receiving area is clean and tidy; check that the equipment is ready and in working order; and check that there is enough storage space available.

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.

Achievement of this Unit will provide you with opportunities to develop the following SQA Core Skills:

Communication Access 2

- ◆ Read and understand very simple written communication.

Working with Others Access 2

- ◆ Work with others in a group to complete a simple, familiar activity under supervision.

Problem Solving Access 2

- ◆ Plan, organise and complete a very simple, familiar task.
- ◆ Review and evaluate a very simple, familiar problem solving activity.

I have completed the requirements of this Unit.

Candidate name: _____ **Date:** _____

Candidate signature: _____ **Date:** _____

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

Assessor signature: _____ **Date:** _____

IV signature: _____ **Date:** _____

Assessment centre: _____

You must be able to	Evidence Requirements	Evidence/ Activity Ref No.
<p>1 Prepare and update documentation</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Identify what the delivery includes and check relevant delivery documentation. (b) Make sure that documentation is complete, accurate and kept up to date. 	Evidence of the use of controlled documentation required in the workplace.	
<p>2 Prepare the work area and equipment to receive goods and materials</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Follow health and safety, hygiene and environmental standard and instructions and keep the receiving area clean and tidy. (b) Make sure that handling equipment is available and suitable for use. (c) Identify accurately and record any problems with equipment, in terms of availability or malfunction. (d) Take immediate action within your limits of authority to correct any problems and report this action clearly to the relevant people. (e) Make sure that there is enough storage space available for the expected deliveries. (f) Inform those who need to know when unloading is about to begin. 	Evidence of preparations of two different types of goods and materials.	

		Evidence Requirements (cont)	
3	<p>Check the vehicle and goods and materials to ensure conformity to specifications</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Check the condition and temperature of the delivery vehicle and follow company procedures to deal with any problems. (b) Check that goods and materials match delivery schedules or documentation. (c) Check delivery documentation for accuracy. (d) Carry out required sampling. (e) Take correct action for deliveries that do not conform to specification. 	<p>Evidence of the use of controlled documentation required in the workplace.</p>	

Evidence of Performance

Evidence of performance may employ examples of the following assessment:

- ◆ observation
- ◆ written and oral questioning
- ◆ evidence from company systems (eg 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

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**Prepare to Receive Goods and Materials in Food
Manufacture**

Candidate name:		Assessor initials/date
No	Activity	
1		
2		
3		

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You need to know and understand		Evidence
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.		
K1	How to find the information that tells you the quantity and type of deliveries to expect.	
K2	The procedures relating to the receipt of goods and materials.	
K3	Good housekeeping practices and what may happen if they are not carried out.	
K4	What handling equipment is required and how to use it.	
K5	Types of discrepancies which may occur, why and how they should be reported.	
K6	Types of problems that may arise and what actions you can take if faults are found in materials, equipment or delivery containers.	
K7	How do deal with waste, spillage or rubbish correctly and what may happen if this is not done.	
K8	What do if there is an interruption to the delivery of goods and materials.	
K9	Why it is important to deliver to the right place and what may happen if this is not done.	
K10	What to do if there is damage or loss of goods and materials.	
K11	The communication structures and procedures within the company.	
K12	Why it is important to inform those who need to know and what may happen if this is not done.	
K13	Why it is important to check materials and what to do if they do not match the documentation.	
K14	What to look for when checking goods and materials to decide whether to accept them.	
K15	Acceptable reasons for refusing goods and materials into storage	
K16	Methods that can be used for checking the type and quality of goods and materials.	
K17	Uses of stock control systems.	

Notes/Comments

Assessor signature: _____

Date: _____