



Unit F2RE 04 (107)

Prepare to Store Goods and Materials in Food Manufacture

Unit Summary

This Unit is about preparing to store food and drink goods and materials. You will need to confirm the requirements for storing goods and materials and check that required equipment is 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:

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 Identify suitable storage for goods and materials</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Identify accurately the conditions that are required to maintain goods and materials for the duration of their storage. (b) Identify what storage is required from available information. (c) Check the availability and suitability of locations for storing goods and materials. (d) Inform the relevant person immediately when there is no suitable storage location available. 	<p>Evidence of two different types of storage environments for goods and materials used in the workplace.</p>	
<p>2 Arrange and perform checks on goods and materials, route to storage and equipment</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Check that the goods and materials are as expected, meet customer specifications and are available. (b) Check that the route to storage is clear and safe. (c) Check that handling equipment is available and suitable for operational requirements. (d) Identify and record accurately any defects in equipment relating to availability and malfunction. (e) Take immediate action within your limits of authority to correct any problems or defects and report this action to the relevant people. 	<p>Evidence of arranging and performing on two different storage routes.</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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Manufacture**

Candidate name:		Assessor initials/date
No	Activity	
1		
2		

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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 identify the right locations for different types of goods and materials.	
K2	Why it is important to use the correct locations and space allocated for the stock.	
K3	How to maintain stock locations in line with food safety standards.	
K4	How to deposit stock in selection and storage locations.	
K5	How to assess the condition of the storage locations.	
K6	How to avoid damaging stock.	
K7	Why it is important to use correct handling techniques.	
K8	The principles of stock rotation and why it is important.	

Notes/Comments

Assessor signature: _____**Date:** _____