



Unit F2R9 04 (111)

Prepare Consignments and Work Areas for Loading in Food Manufacture

Unit Summary

This Unit is about preparing consignments and work areas for loading, as directed in the workplace and meeting delivery schedules in food and drink manufacturing. You need to understand despatch documentation and follow instructions, prepare consignments for loading, prepare work area for loading. You also need to follow the health, safety and hygiene regulations.

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.

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.
1	<p>Understand despatch documentation and follow instructions</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Check that the documentation for despatch has been authorised correctly. (b) Identify the correct goods and locations for the specified consignment. 	<p>Evidence of understanding two different types of control documentation and understanding verbal or written instructions.</p>	
2	<p>Prepare consignments for loading</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Select and assemble the correct goods to match documentation and instructions. (b) Prepare the consignment without damage or contamination of goods. (c) Check that the prepared consignment matches the despatch instructions. (d) Identify any discrepancies or difficulties with preparing the consignment of goods for loading. (e) Take action to correct any discrepancies or difficulties within the limits of your authority and report to the relevant people. 	<p>Evidence of preparing two different consignments for loading.</p>	

		Evidence Requirements (cont)	
3	<p>Prepare work area for loading</p> <p>This means you:</p> <p>(a) Identify accurately the correct location, equipment and method for loading consignments.</p> <p>(b) Identify and report any problems with loading equipment immediately.</p> <p>(c) Position equipment and vehicles correctly and check that moving items are immobilised to allow safe and secure loading.</p> <p>(d) Keep the loading area clean, tidy and free from hazards and obstructions.</p>	<p>Evidence of preparing the work area for loading and evidence of preparing one type of equipment from the following:</p> <ul style="list-style-type: none"> ◆ Trays ◆ Trolleys ◆ Palettes 	
4	<p>Work safely and hygienically</p> <p>This means you:</p> <p>(a) Follow relevant health and safety, hygiene and environmental requirements consistently when preparing and handling the goods.</p> <p>(b) Store goods correctly and use the appropriate loading equipment.</p> <p>(c) Wear relevant personal protective clothing and equipment within the work area.</p>	<p>Evidence of working safely and hygienically in accordance with workplace procedures.</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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Candidate name:		Assessor initials/date
No	Activity	
1		
2		
3		
4		

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	The relevant health and safety, hygiene and environmental requirements and why it is important to follow them.	
K2	The relevant industry regulations (eg Customs and Excise) and why it is important to follow them.	
K3	Why it is important to identify and avoid contamination and damage and what might happen if this is not done.	
K4	Temperature controls and other food safety controls for the handling of food and drink products during the loading process.	
K5	Why it is important to complete preparation work to meet delivery schedules.	
K6	Why accurate and complete documentation is important and what might happen if it is incorrect.	
K7	Why it is important to understand and follow relevant documentation and instructions.	
K8	How to identify problems that may arise in the consignment and what actions you can take.	
K9	The communications structures and procedures within your organisation.	
K10	Why and what is important to communicate effectively and what may happen if this is not done.	
K11	The nature and characteristics of goods and materials being loaded.	
K12	What checks need to be made on the consignments before and during loading.	
K13	How to use packing and storing equipment ready for loading.	
K14	How to prepare a work area for loading and why it is important to follow good housekeeping practices.	
K15	Types of loading equipment and their use.	
K16	Types of handling equipment required and their use.	
K17	What checks need to be made on vehicles and equipment before loading.	
K18	How to identify problems in loading equipment and why it is important to report them immediately.	
K19	Why it is important to secure vehicles and mobile equipment before loading and the possible consequences of not doing so.	
K20	Safe manual handling and lifting techniques and why they are important.	
K21	How to decide which loading methods are suitable for different types of consignments and loading conditions.	
K22	Why it is important to load consignments securely and prevent contamination.	
K23	Why it is important to load consignments in a way that makes it easy to unload safely.	

Notes/Comments

Assessor signature: _____ **Date:** _____