



## Unit XXXX 04 (211)

## Receive Goods and Materials in Food Manufacture

### Unit Summary

This Unit is about receiving food and drink goods and materials for storage. You need to check that goods and materials entering storage match documentation; identify and record any discrepancies; complete any necessary preparation and labelling; and update stock control systems.

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 3

- ◆ Read and understand simple written communication.
- ◆ Produce simple written communication.

#### Numeracy Access 3

- ◆ Apply simple numerical skills in everyday contexts.

#### Information Technology Intermediate 1

- ◆ Using an IT system effectively to perform a range of straightforward tasks.

#### Problem Solving Access 3

- ◆ Analyse a simple situation or issue.
- ◆ Plan, organise and complete a simple task.
- ◆ Review and evaluate a simple 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</p> <p>Check goods and materials</p> <p>This means you:</p> <ul style="list-style-type: none"> <li>(a) Check that goods and materials entering storage match the type, quality and quantity as stated in the documentation.</li> <li>(b) Take immediate action within your limit of authority to deal with any discrepancies and report your actions accurately to the relevant person.</li> <li>(c) Complete accurately any necessary preparation and labelling.</li> </ul>	<p>Evidence of checking goods and materials in accordance with workplace procedures.</p> <p>This must include two types of goods or materials.</p>	
<p>2</p> <p>Move and handle goods and materials safely and hygienically</p> <p>This means you:</p> <ul style="list-style-type: none"> <li>(a) Follow health and safety, hygiene and environmental standard and instructions when receiving goods and materials.</li> <li>(b) Use safe and hygienic methods for handling goods and materials.</li> <li>(c) Use methods to accept goods and materials that minimise damage to stock.</li> <li>(d) Carry out the operation in optimum time.</li> <li>(e) Deliver the consignment to the right place.</li> <li>(f) Take correct action when there is damage or loss to goods and materials.</li> </ul>	<p>Evidence of moving and handling goods and materials safely and hygienically in accordance with workplace procedures.</p> <p>This must include two types of goods or materials.</p>	

		Evidence Requirements (cont)	
3	<p>Update records and stock control systems</p> <p>This means you:</p> <ul style="list-style-type: none"> <li>(a) Identify and record accurately any discrepancies.</li> <li>(b) Record accurately the reasons for refusing goods and materials into storage and communicate this information clearly to the relevant person.</li> <li>(c) Update stock control systems to record the progress of goods and materials into storage.</li> <li>(d) Make sure that documentation is complete, accurate and up to date.</li> </ul>	<p>Evidence of updating records and stock control systems in accordance with workplace procedures and taking effective action in response to two operating problems.</p>	
4	<p>Finish goods and materials intake</p> <p>This means you:</p> <ul style="list-style-type: none"> <li>(a) Inform those who need to know that the delivery is about to finish.</li> <li>(b) Store required equipment correctly when the delivery is completed.</li> <li>(c) Deal with waste, spillage or rubbish correctly.</li> </ul>	<p>Evidence of finishing goods and materials intake in accordance with workplace procedures.</p> <p>This must include two types of goods or materials.</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

<b>Candidate name:</b>		<b>Assessor initials/date</b>
<b>No</b>	<b>Activity</b>	
1		
2		
3		
4		

**Unit XXXX 04 (211)****Receive Goods and Materials in Food  
Manufacture**

<b>You need to know and understand</b>		<b>Evidence</b>
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	What checks need to be made on the goods and materials.	
K2	What handling equipment is required in the unloading of goods and materials.	
K3	What checks need to be made on handling equipment before they are used for unloading.	
K4	Why it is important to position the vehicle correctly for unloading.	
K5	Why it is important to make sure the vehicle is safe and secured for unloading.	
K6	Procedures for setting up handling equipment if used.	
K7	Methods of handling goods and materials to avoid risks to personnel and product safety.	
K8	Visual checks to be carried out during unloading process.	
K9	Temperature controls and other hygiene and food safety controls relating to the goods and materials during the unloading process.	
K10	Relevant legislation relating health, safety and food safety.	

Notes/Comments

**Assessor signature:** \_\_\_\_\_**Date:** \_\_\_\_\_