



## Unit XXXX 04 (216)

## Carry Out and Finish Transfer of Materials in Food Manufacture

### Unit Summary

This Unit is about preparing and carrying out the transfer of food and drink materials in the work area using approved procedures. It will cover the transfer of materials on conveyors, elevators and pipework and associated equipment. It will not cover manual handling or the use of a fork-lift truck or other vehicles.

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 3

- ◆ Analyse a simple situation or issue.
- ◆ Plan, organise and complete a simple task.

***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 Prepare to transfer materials This means you: (a) Establish transfer requirements correctly. (b) Identify and locate the correct materials. (c) Check that the material to be transferred is fit for use.	Evidence of preparing to transfer materials in accordance with workplace procedures.	
2 Carry out transfer of materials This means you: (a) Transfer identified materials, without damage, to the correct destination. (b) Follow company procedures and deal with materials which are not fit for use. (c) Follow the required health, safety and hygiene standards when preparing and carrying out transfer of materials.	Evidence of carrying out transfer of materials in accordance with workplace procedures.	
3 Finish transfer of materials This means you: (a) Follow the required health, safety and hygiene standards when preparing and carrying out transfer of materials. (b) Confirm that materials have arrived at the correct destination. (c) Account for any operational discrepancy and report as required. (d) Close down plant and equipment correctly. (d) Complete all records accurately and promptly.	Evidence of finishing transfer of materials in accordance with workplace procedures.	

**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		

<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	Relevant health, safety and hygiene standards and instructions and why it is important to follow them.	
K2	Relevant industry regulations (eg Customs and Excise) and why it is important to follow them.	
K3	How to establish transfer requirements correctly.	
K4	How to establish fitness for use and how to deal with material which is not fit for use.	
K5	What needs to be communicated effectively and why this is important.	
K6	How relevant storage and mechanical movement systems work, and what may happen if these are not understood.	
K7	Why it is important to shut down the plant and equipment correctly and what may happen if this is not done.	
K8	Why it is important to complete records accurately and promptly.	

Notes/Comments

Assessor signature: \_\_\_\_\_

Date: \_\_\_\_\_