



Unit XXXX 04 (242)

Carry Out Product Changeovers in Food Manufacture

Unit Summary

This Unit concerns your ability to plan and co-ordinate bake-off operations. It covers planning resources to meet anticipated demand and monitoring bake-off. This Unit is for you if you have responsibility for controlling bake-off in food and drink manufacturing.

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.

Problem Solving Access 3

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

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 for changeovers</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Prepare according to the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions. (b) Prepare in a way that minimises operational down time and waste of products and materials. (c) Remove resources from the previous run which are not needed to an appropriate place. (d) Ensure plant surfaces that are in contact with ingredients and product are clean. (e) Assemble required resources in the correct place before changeover begins and make sure they meet specification before the changeover begins. (f) Obtain the necessary information about the changeover at the appropriate time and alert those who need to be involved. (g) Obtain the required authorisation, if appropriate, before changeover begins. 	<p>Evidence of preparing for changeovers in accordance with workplace procedures.</p>	

		Evidence Requirements (cont)	
2	<p>Carry out changeovers</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Carry out according to the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions. (b) Adjust plant and equipment to conform to specification and without affecting any other part of the plant. (c) Maintain effective communication where required. 	<p>Evidence of carrying out changeovers in accordance with workplace procedures.</p>	
3	<p>Complete changeovers</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Complete according to the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions. (b) Inform those who need to know that changeover is complete. (c) Take appropriate action when change parts are removed. (d) Report the condition of worn or damaged parts to the relevant person. (e) Complete the changeover within the specified time. (f) Ensure that, following changeover, output matches specification and is produced at the required rate. (g) Complete all records promptly and accurately. 	<p>Evidence of completing changeovers in accordance with workplace procedures.</p> <p>This must include taking two types of appropriate action eg cleaning, checking for wear and damage and storing.</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

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

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 legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions and what may happen if they are not followed.	
K2	The need for authorisation to work, isolation of equipment and services and what may happen if this is not done correctly.	
K3	What recording and communication is needed and how to carry this out correctly and the reasons why it is important to do so.	
K4	What the limits of your own authority and competence are and why it is important to work within them.	
K5	Why the changeover is taking place.	
K6	Where to obtain and how to interpret specifications and what may happen if this is not done correctly.	
K7	What the purpose and use is of machine isolation guards, interlocks and safety locks.	
K8	Functions and use of machine parts, tools and equipment needed for changeovers.	
K9	What materials and resources are required and how to check their suitability.	
K10	Time allowed for changeovers.	
K11	Difficulties which might arise during changeovers and action to be taken in each case.	
K12	The need for cleaning and what may happen if this is not done when required.	
K13	Critical control settings and their effect on production volumes and quality.	
K14	What action to take when problems arise.	
K15	How to recognise wear and tear on change parts.	
K16	Why it is important to notify the relevant person that a changeover has been completed and what may happen if this is not done.	
K17	The appropriate action to take when change parts are removed and what may happen if this is not done.	
K18	The need for accurate and prompt records.	

Notes/Comments

Assessor signature: _____

Date: _____