

3195 Control bottling and packing in food manufacture

SQA Unit Code

F2JY 04

Level 2

SCQF Level 6

Credit value 7

Unit Summary

This unit is about controlling bottling and packing processes in food and drink manufacturing. It details the skills required to start up, run and shut down equipment, as well as being able to take the appropriate action should operating problems occur. It is also about working to product specifications and production schedules.

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.

You must be able to:	You need to show: Evidence must be work-based, simulation alone is only allowed where shown in <i>bold italics</i>
<p>1. Prepare for bottling and packing</p> <p>This means you:</p> <p>Prepare according to the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions</p> <p>Check product specifications at the right time</p> <p>Set up equipment according to specification</p> <p>Make sure that bottling and packing materials and product are available and fit for use</p> <p>Make sure that services meet requirements</p> <p>Start up the plant correctly and check that it is running to specification</p> <p>Take effective action in response to operating problems</p> <p>Maintain effective communication</p>	<p>Evidence of preparing for bottling and packing in accordance with workplace procedures</p>

<p>2. Carry out bottling and packing</p> <p>This means you:</p> <p>Carry out according to the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions</p> <p>Use equipment correctly and make sure that it is correctly supplied with materials and services</p> <p>Achieve the required output to the correct specification</p> <p>Make sure the product is correctly transferred to the next stage in the manufacturing operation</p> <p>Take effective action in response to operating problems within the limits of your responsibility</p> <p>Maintain effective communication</p>	<p>Evidence of carrying out bottling and packing in accordance with workplace procedures and taking effective action in response to two operating problems</p>
<p>3. Finish bottling & packing</p> <p>This means you:</p> <p>Finish according to the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions</p> <p>Check the specifications to time shut down accurately</p> <p>Follow procedures to shut down equipment correctly</p> <p>Deal correctly with items that can be re-cycled or re-worked</p> <p>Return surplus materials and consumables to the correct place at the end of the production run</p> <p>Dispose of waste correctly</p> <p>Make equipment ready for future use after completion of the process</p>	<p>Evidence of finishing for bottling and packing in accordance with workplace procedures</p>

Maintain effective communication	
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Accurately complete all records	
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You need to know and understand:

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.

1. What the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions are and what may happen if they are not followed
2. The purpose and importance of the process
3. What equipment and tools to use and their correct condition
4. What materials to use and in what quantity
5. How to obtain and interpret the relevant process or ingredient specification
6. What recording, reporting and communication is needed and how to carry this out correctly and the reasons why it is important to do so
7. What action to take when the process specification is not met
8. How to carry out the necessary pre start checks and why it is important to do so
9. How to follow the start up procedures for the process and why it is important to do so
10. How to obtain the necessary resources for the process
11. How to follow work instructions and why it is important to do so
12. Common sources of contamination during processing, how to avoid these and what might happen if this is not done
13. How to operate, regulate and shut down the relevant equipment
14. When it is necessary to seek assistance and how to seek it
15. How to follow the relevant process control procedures and why it is important to do so
16. Different ways to carry out the process
17. How to carry out the process in an efficient manner and why it is important to do so
18. What the limits of your own authority and competence are and why it is important to work within them
19. How to deal with items that can be re-cycled or re-worked
20. How to dispose of waste correctly and why it is important to do so
21. How to make equipment ready for future use

Evidence of performance may employ examples of the following assessment:

- observation
- written and oral questioning;
- evidence from company systems (e.g. 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

