

2281 Process fish by hand		
SQA Unit Code		F7JX 04
Level 2	SCQF Level 5	Credit value 7

Unit Summary

This unit is about processing fish by hand. It details the skills required to set-up and process fish using a knife to pin bone fillets, trim fillets, hand portion fillets, skin fish and fish fillets, steak whole fish and slice fish fillets. It is also about working to organisational product specifications and production schedules.

You will need to be able to prepare to process fish by hand. You also need to show you can process fish by hand. You must also show you can finish processing fish by hand.

This unit is for you if you work in fish processing and are involved in the processing of fish by hand.

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 to process fish by hand</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>Confirm process specification</p> <p>Prepare work station to ensure conditions are suitable for hand processing</p> <p>Obtain tools and equipment required to support planned processing operations</p> <p>Sharpen knife (knives) into a condition suitable for achieving required process specification</p> <p>Obtain fish to meet required process specification</p>	<p>Evidence of preparing to process fish by hand as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>

<p>take effective action in response to operating problems</p> <p>Maintain effective communication</p>	
<p>2. Process fish by hand</p> <p>This means you:</p> <p>Operate to the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions</p> <p>Process fish to achieve required yield and quality requirements</p> <p>Trim products to achieve required appearance achieve required rate of production</p> <p>Handle and store fish and fish products in a manner which maintains quality and condition</p> <p>Maintain condition of work station throughout the process</p> <p>Dispose of waste material according to organisational procedures</p> <p>Sharpen knives as required to maintain their effectiveness as a cutting tool</p> <p>Make sure the product is correctly transferred to the next stage in the process</p> <p>Take effective action in response to operating problems</p> <p>Maintain effective communication</p>	<p>Evidence of processing fish by hand as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>
<p>3. Finish Processing Fish by Hand</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>Deal correctly with materials that can be re-cycled or re-worked</p> <p>Dispose of waste material according to</p>	<p>Evidence of finishing processing fish by hand as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>

organisational procedures	
Make equipment and work station ready for future use, after the completion of the process	
Maintain effective communication	
Accurately complete all records	

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 personal protective clothing that is required to support hand processing
3. The tools and equipment required to support hand processing
4. How to sharpen, maintain and store knives
5. How to obtain and interpret the relevant process and quality specifications
6. How to identify commonly processed fish species
7. How to prepare and maintain work stations in a condition suitable for hand processing
8. How to pin bone fillets, trim fillets, hand portion, skin whole fish, steak whole fish and slice efficiently to achieve the required product specification
9. How to assess the quality of whole fish and fish products
10. How to deal with fish and fish products that are not fit for use
11. Common quality problems associated with hand processing and their likely causes
12. The importance of accuracy during processing
13. What action to take when the process specification is not met
14. What by-products from the process can be reworked and recycled
15. Product control and traceability during processing operations
16. How to dispose of waste according to organisational procedures
17. The limits of your own authority and competence and why it is important to work within those limits
18. What recording, reporting and communication is needed, how to carry this out correctly and the reasons why it is important to do so

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