

2349 Control the production of fresh produce product labels		
SQA Unit Code		H3G1 04
Level 2	SCQF Level 5	Credit value 5

<p>Unit Summary</p> <p>This unit is about the skills needed for you to produce labels for items of fresh produce in food and drink manufacture and/or supply operations. The operation deals with sourcing data, up-loading label data, printing labels and supplying labels to labelling operations. It covers the production of all types of label including standard and promotional labels.</p> <p>You will need to be able to work with organisational IT systems to both form and print produce labels. It is also about working to organisational product specifications and production schedules.</p> <p>This unit is for you if you work in food and drink manufacture and/or supply operations and are involved in production operations.</p>
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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:
<p>1. Prepare to produce labels</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 label specification and data requirements</p> <p>Set-up equipment to support the production of labels</p> <p>Obtain up-to-date data for inclusion in product labels</p>	<p>Evidence must be work-based, simulation alone is only allowed where shown in <i>bold italics</i></p> <p>Evidence of producing labels as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>

<p>Obtain the materials needed to print labels</p> <p>Take effective action in response to operating problems</p>	
<p>2. Produce and print labels</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>Accurately programme the data to be used to form label according to label specification</p> <p>Form labels and confirm accuracy before printing using approved check methods</p> <p>Print labels according to labelling specification</p> <p>Apply manual override label production when adjustments to label data is required</p> <p>Maintain and control the supply labels to labelling area</p> <p>Ensure secondary checks are performed for accuracy against labelling specification before the labels are issued to the production line</p> <p>Take effective action in response to operating problems</p> <p>Maintain effective communication</p> <p>Accurately complete all records of label usage</p>	<p>Evidence of producing and printing labels in your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>

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, organisational health and safety, hygiene and environmental standards and instructions are and what may happen if

- they are not followed
2. Organisational and legal requirements that control labelling
 3. The labelling requirements of the produce being supplied
 4. The importance of food safe labels
 5. The use of food safe labels in the fresh produce sector
 6. How to set up and use organisational IT equipment to produce labels
 7. How to obtain and interpret labelling specifications
 8. The data that is required for inclusion on produce labels
 9. The application of databases in label data management
 10. The data required including product description, country of origin, display dates, best before dates, variety etc
 11. How to source and interpret the data to be added to produce labels
 12. The systems, materials and adhesives used in label production
 13. How to apply manual overrides in label production when adjustments to label data are required
 14. When manual overrides are used as part of production and the risks to the label accuracy that this presents
 15. Why it is important for manual overrides to be verified
 16. Common quality problems in label production and their likely causes
 17. The importance of accuracy linked to both legal and commercial considerations
 18. How to verify the accuracy of labels
 19. How to confirm the accuracy of barcodes
 20. How to deal with inaccurate labelling
 21. The role of labelling in supporting product traceability
 22. How to control labels that are not required, and are returned to the label print room
 23. How to deal with operating problems within limits of your own authority and competence and why it is important to work within those limits
 24. 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