

3194 Control wrapping and labelling in food manufacture		
SQA Unit Code		H3HD 04
Level 3	SCQF Level 6	SCQF Credit value 8

Unit Summary

This unit is about controlling wrapping and labelling machinery to wrap a variety of food and drink products. 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 wrapping and labelling</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 when preparing for wrapping and labelling</p> <p>Check the availability of products for wrapping and labelling</p> <p>Set up machinery according to specifications</p> <p>Start up machinery to specifications and check that it is working correctly</p> <p>Communicate with others effectively</p> <p>Deal with problems effectively to maintain schedules</p>	<p>Evidence of preparing for wrapping and labelling in accordance with workplace procedures</p>
<p>2. Carry out wrapping and labelling</p> <p>This means you:</p>	<p>Evidence of carrying out wrapping and labelling in accordance with workplace procedures and taking effective action in response to two operating problems</p>

<p>Meet the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions when carrying out wrapping and labelling</p> <p>Control the infeed of products for flow wrapping to specifications</p> <p>Control the progress of products during wrapping and labelling to specifications</p> <p>Control the output of wrapped and labelled products to specifications</p> <p>Correctly deal with substandard or contaminated products</p> <p>Take effective action in response to operating problems within the limits of your authority</p> <p>Correctly control transfer of wrapped products to the next processing stage</p>	
<p>3. Finish wrapping and labelling</p> <p>This means you:</p> <p>Meet the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions when finishing wrapping and labelling</p> <p>Follow procedures to shut down the machinery correctly</p> <p>Remove and dispose of waste and by-products correctly</p> <p>Check and ensure that machinery is ready for further use</p> <p>Communicate with others effectively and complete all records and reports</p>	<p>Evidence of finishing wrapping and labelling in accordance with workplace procedures</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, 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