Improve

FOOD & DRINK SKILLS COUNCIL

2093 Palletise and wrap products in a food environment		
SQA Unit Code		**H3NP 04**
Level 2	**SCQF Level 5**	**Credit value 6**

Unit Summary
This unit is about the operations that are integral to the automatic or manual control of palletising and wrapping of products after bottling/packing. It covers checking prior to palletising, carrying out palletising and wrapping and dealing with waste, scrap correctly.

This unit is for you if you work in food and drink operations and your job requires you to control palletising and wrapping of products in the workplace.

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 **bold italics**
1. Perform checks before carrying out palletising and wrapping This means you: Follow the required health and safety, hygiene, security and environmental standards and instructions Receive and confirm palletising and wrapping instructions Make sure that palletising and wrapping materials and products are available Make sure that equipment and services are available and fit for use Identify correctly the cases to be palletised and wrapped Check that equipment is in the correct operating condition and ready for use	Evidence of performing checks before carrying out palletising in accordance with workplace procedures
2. Carry out palletising and wrapping	Evidence of carrying out palletising

This means you: Start equipment in the correct order and use it correctly Make sure that materials, cases and pallet builds remain within specification and take appropriate action to correct those which do not	and wrapping in accordance with workplace procedures
3. Finish palletising and wrapping This means you: Follow the required health and safety, hygiene, security and environmental standards and instructions Achieve the required output to the correct specification Control palletising and wrapping materials to match the packing run and return surplus to the correct place Shut down equipment correctly Deal with waste or scrap correctly Make sure the equipment is made ready for the next production run Make packs and pallets ready for movement to the correct location Complete all records accurately and promptly Maintain effective communication as required	Evidence of finishing palletising and wrapping in accordance with workplace procedures
4. Ensure that the process works efficiently Make sure you: Monitor and replenish packing materials as required Maintain required output rates Ensure that services, materials and equipment are used economically	Evidence of ensuring that the process works efficiently in accordance in workplace procedures

Complete all records accurately and promptly	
Maintain effective communication as required	

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. Relevant health, safety and hygiene standards and instructions and why it is important to follow them
2. Relevant industry regulations (eg Customs and Excise) and why it is important to follow them
3. How to obtain information about pallet builds, materials, quality of product, material and coding
4. The correct condition of tools and equipment
5. The correct action to take if faults are discovered in cases, materials, equipment settings and equipment condition, and what may happen if this is not done
6. What services are required and the consequences of them being unavailable or out of specification
7. Handling requirements for palletising and wrapping and how damage or deterioration can be avoided
8. What the correct action is when there are interruptions to supply of products, materials or services
9. The purpose of coding and labelling information
10. Why it is necessary to prepare for the next production run and what may happen if this is not done
11. Why it is necessary to ensure that packed or wrapped products are ready for movement to the next location
12. The limits of your authority and what may happen if they are exceeded
13. Why complete and accurate records are important
14. What should be communicated effectively and why is it important

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