

2094 Load consignments for despatch in a food environment		
SQA Unit Code		H3NR 04
Level 2	SCQF Level 5	Credit value 7

Unit Summary
This unit is about loading consignments for despatch, as directed in the workplace.

You need to safely handle the goods, transit and loading equipment and identify the hazards involved in their use. You also need to follow the health, safety and hygiene regulations.

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. Check consignment and equipment</p> <p>This means you:</p> <p>Check that the consignment matches the documentation and instructions before they are loaded onto the vehicle</p> <p>Identify and report any defects, damage, mismatches or errors in equipment and consignments</p> <p>Take action within the limits of your authority to correct any defects, damage, mismatches or errors, and report to the relevant person immediately</p>	<p>Evidence of checking consignment and equipment in accordance with workplace procedures and taking effective action in response to two operating problems</p>
<p>2. Load consignment</p> <p>This means you:</p> <p>Load consignments safely and securely both on your own and with others</p> <p>Make sure that the load is distributed and secured</p>	<p>Evidence of loading consignment in accordance with workplace procedures</p>

<p>to avoid damage</p> <p>Make sure that the load is arranged in a well-balanced, secured way and that there is enough room to unload easily and safely</p> <p>Make sure that mixed consignments are loaded in a way that avoids contamination</p>	
<p>3. Work safely</p> <p>This means you:</p> <p>Clarify individual responsibilities when working with others to load consignments and protect others from avoidable risks during loading</p> <p>Follow health, safety and hygiene requirements when loading products</p>	<p>Evidence or working safely in accordance with workplace procedures</p> <p>This must include dealing with two types of obstructions or hazards (e.g. environmental, structural, human)</p>

<p>You need to know and understand:</p> <p>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.</p>
<ol style="list-style-type: none"> 1. The relevant health and safety, hygiene and environmental requirements and why it is important to follow them 2. The relevant industry regulations (eg Customs and Excise) and why it is important to follow them 3. Why it is important to identify and avoid contamination and damage and what might happen if this is not done 4. Temperature controls and other food safety controls for the handling of food and drink products during the loading process 5. Why it is important to complete preparation work to meet delivery schedules 6. Why accurate and complete documentation is important and what might happen if it is incorrect 7. Why it is important to understand and follow relevant documentation and instructions 8. How to identify problems that may arise in the consignment and what actions you can take 9. The communications structures and procedures within your organisation 10. Why and what is important to communicate effectively and what may happen if this is not done 11. The nature and characteristics of goods and materials being loaded 12. What checks need to be made on the consignments before and during loading 13. How to use packing and storing equipment ready for loading 14. How to prepare a work area for loading and why it is important to follow good housekeeping practices

15. Types of loading equipment and their use
16. Types of handling equipment required and their use
17. What checks need to be made on vehicles and equipment before loading
18. How to identify problems in loading equipment and why it is important to report them immediately
19. Why it is important to secure vehicles and mobile equipment before loading and the possible consequences of not doing so
20. Safe manual handling and lifting techniques and why they are important
21. How to decide which loading methods are suitable for different types of consignments and loading conditions
22. Why it is important to load consignments securely and prevent contamination
23. Why it is important to load consignments in a way that makes it easy to unload safely

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