

<b>3298 Monitor the reception and holding of live fish or shellfish</b>		
<b>SQA Unit Code</b>		<b>H65B 04</b>
<b>Level 3</b>	<b>SCQF Level 6</b>	<b>SCQF Credit value 6</b>

**Unit Summary**

This unit is about the skills you need to monitor the reception and holding of live fish or shellfish. This includes being able to effectively apply monitoring procedures to ensure that the fish or shellfish is kept at the optimum quality. Monitoring applies to the product, processes and the storage of live fish or shellfish.

You will need to be able to implement and monitor a range of procedures that are needed to monitor the relevant work based procedures and processes and how to effectively implement them.

This standard is for you if you supervise or manage the reception and handling of live fish or shellfish, monitoring processes to maintain their quality, viability and shelf life as a live product.

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 <b><i>bold italics</i></b>
<p>1. Co-ordinate the reception of live fish or shellfish.</p> <p>This means you:</p> <p>Identify what deliveries are planned.</p> <p>Identify which staff members are needed to enable the delivery to be received.</p> <p>Identify what equipment and space is required to receive the delivery.</p> <p>Allocate resources needed to receive the delivery.</p>	<p>Evidence of co-ordinating the reception of live fish or shellfish in a food environment in accordance with workplace procedures.</p>

<p>Maintain effective communication as required throughout.</p> <p>Complete relevant documentation accurately and make available as necessary.</p>	
<p>2. Monitor the reception process.</p> <p>This means you:</p> <p>Monitor handling practices and procedures during reception.</p> <p>Check that delivery documentation is correct.</p> <p>Check that the condition of live fish or shellfish is in accordance with purchase orders and delivery documentation.</p> <p>Check that the live fish or shellfish is compliant with relevant biosecurity procedures.</p> <p>Report any documentation problems to the appropriate person.</p> <p>Check that live fish or shellfish are placed in a suitable holding or storage area.</p> <p>Complete traceability checks in accordance with organisational requirements.</p>	<p>Evidence of monitoring the reception process in a food environment in accordance with workplace procedures.</p>
<p>3. Monitor the storage of live fish or shellfish.</p> <p>This means you:</p> <p>Monitor the condition of storage facilities.</p> <p>Implement the maintenance of storage facilities.</p> <p>Monitor the welfare of live fish or shellfish during storage.</p> <p>Take action within the limits of your authority to deal with problems in storage conditions.</p>	<p>Evidence of monitoring the storage of live fish or shellfish in a food environment in accordance with workplace procedures.</p>

<p>4. Contribute to improving reception activities</p> <p>This means you:</p> <p>Investigate complaints and non-compliance issues to identify contributory factors.</p> <p>Make recommendations to improve the reception, handling and storage of live fish or shellfish.</p> <p>Assist with the development of staff skills and knowledge in relation to the receiving and holding of live fish or shellfish.</p>	<p>Evidence of contributing to improving reception activities in a food environment in accordance with workplace procedures.</p>
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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. How delivery schedules can be confirmed and planned for.
2. The resource requirements needed to take delivery.
3. What the relevant competencies of staff receiving live fish or shellfish should be.
4. How to effectively communicate the reception plan to relevant staff.
5. How to communicate effectively with manager and other specialists.
6. What the documentation requirements are and why it is important to meet them.
7. What the appropriate handling practices are that should be followed when dealing with live fish or shellfish.
8. What the relevant checks are to ensure that delivery documentation is to the required standard.
9. What the relevant checks are to ensure that live fish or shellfish are in a suitable condition.
10. What the relevant checks are to ensure the biosecurity of the product.
11. The relevant legal and regulatory requirements, health and safety, hygiene and environmental standards and requirements and what might happen if they are not followed or met.
12. Why it is important to keep accurate records relating to traceability and what might happen if this is not done.
13. The operational and statutory requirements for the storage of live fish or shellfish.
14. How the welfare of live fish or shellfish can be monitored during storage.
15. The limits of your own authority and why it is important to work within them.
16. What the customer complaints process is.
17. What your own role is in investigating and responding to customer complaints and non-compliance with organisational standards.
18. How improvements to the fish or shellfish processing operation can be proposed and acted upon.
19. How the development needs of staff can be identified.
20. How to communicate effectively with managers and other relevant personnel.

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