



Unit F7K1 04 (384)

Control Fish Defrosting

Unit Summary

This Unit is about the intake of fish and/or shellfish. It details the skills required to set-up intake areas and then intake fish and/or shellfish according to organisational procedures. It includes the inspection processes relevant to vehicles, packaging and product (size, condition, freshness and quality). It is also about working to organisational product specifications and production schedules.

This Unit is for you if you control fish or shellfish defrosting.

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 assessors in your work place or work placement.

Achievement of this Unit will provide you with opportunities to develop the following SQA Core Skills:

Communication Access 3

- ◆ Produce simple written communication

Problem Solving Intermediate 1

- ◆ Analyse a straightforward situation or issue
- ◆ Plan, organise and complete a straightforward task
- ◆ Review and evaluate a straightforward problem solving activity

I have completed the requirements of this Unit.

Candidate name: _____ **Date:** _____

Candidate signature: _____ **Date:** _____

I can confirm the candidate has completed all requirements of this Unit.

Assessor signature: _____ **Date:** _____

IV signature: _____ **Date:** _____

Assessment centre: _____

| | You must be able to: | Evidence Requirements | Evidence/ Activity Ref No. |
|---|--|--|----------------------------------|
| 1 | Prepare to defrost fish This means you: (a) Prepare according to the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions. (b) Obtain and confirm defrosting specification. (c) Prepare defrosting facilities and work area into a condition suitable for receiving fish. (d) Take effective action in response to operating problems. (e) Maintain effective communication. | Evidence of preparing to defrost fish/shellfish in accordance with workplace procedures. | |

| You must be able to: | | Evidence Requirements (cont) | Evidence/ Activity Ref No. |
|----------------------|--|---|----------------------------------|
| 2 | <p>Defrost fish</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Operate to the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions. (b) Obtain frozen fish according to requirements of the defrosting specification. (c) Establish frozen fish in defrosting facility. (d) Establish, monitor and maintain defrosting process according to defrosting specification. (e) Handle and store fish in a manner which maintains quality and condition. (f) Maintain condition of work area throughout process. (g) Remove defrosted fish from defrosting facility, label and transfer to the next stage in the process. (h) Take effective action in response to operating problems. (i) Maintain effective communication. | <p>Evidence of carrying out the defrosting of fish in accordance with workplace procedures and taking effective action in response to two operating problems.</p> | |

| You must be able to: | | Evidence Requirements (cont) | Evidence/ Activity Ref No. |
|----------------------|---|---|----------------------------------|
| 3 | Finish defrosting process This means you: (a) Finish according to the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions. (b) Dispose of waste material according to organisational procedures. (c) Make defrosting facilities and work area ready for future use, on completion of the process. (d) Maintain effective communication. (e) Accurately complete all records. | Evidence of finishing the intake process in accordance with procedures. | |

Evidence of Performance

Evidence of performance may employ examples of the following assessment:

- ◆ observation
- ◆ written and oral questioning
- ◆ evidence from company systems (eg 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

| Candidate name: | | Assessor initials/date |
|------------------------|-----------------|-------------------------------|
| No | Activity | |
| 1 | | |
| 2 | | |
| 3 | | |

| You need to know and understand | | Evidence |
|---|---|-----------------|
| 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. | | |
| K1 | 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. | |
| K2 | The facilities required to defrost fish. | |
| K3 | How to obtain and interpret the defrosting specifications. | |
| K4 | How to prepare defrosting facilities for operation. | |
| K5 | How to assess the quality of frozen fish and fish products. | |
| K6 | Common quality problems and their likely causes. | |
| K7 | The facilities and methods used to defrost fish. | |
| K8 | The process requirements for the controlled defrosting of fish. | |
| K9 | How and why it is important to monitor the defrosting process. | |
| K10 | How defrosted fish should be handled to maintain condition and quality. | |
| K11 | The importance of following organisational procedures. | |
| K12 | Handling methods that maintain the condition of fish. | |
| K13 | Labelling and traceability relevant to the defrosting of fish. | |
| K14 | What action to take when the process specification is not met. | |
| K15 | How to dispose of waste correctly and why it is important to do so. | |
| K16 | The limits of your own authority and competence and why it is important to work within those limits. | |
| K17 | What recording, reporting and communication is needed, how to carry this out correctly and the reasons why it is important to do so. | |

Notes/comments

Assessor signature: _____

Date: _____