



Unit F2M7 04 (103)

Maintain Personal Hygiene Standards in Food Manufacture

Unit Summary

This Unit is about keeping yourself clean and hygienic when you are at work in food and drink manufacturing. You need to come to work clean and tidy, enter the production area clean and tidy and keep clean 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.

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.
<p>1</p> <p>Come to work clean and tidy</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Keep your hair, skin and nails clean and hygienic. (b) Wear clean clothes. (c) Follow your organisation's procedures on what jewellery and accessories can be worn. 	<p>Evidence that preparation for work is compliant with workplace procedures.</p>	
<p>2</p> <p>Enter the production area clean and tidy</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Wear protective clothing and headgear that is clean, fit for use and worn correctly. (b) Follow your organisation's procedures on when you need to change your protective clothing. (c) Follow the recommended procedures for washing your hands at all appropriate times. 	<p>Evidence of compliance with workplace procedures for preparation and entry to the workplace.</p>	
<p>3</p> <p>Keep clean in the workplace</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Avoid unsafe behaviour that could contaminate the food you are working with. (b) Report any cuts, boils, grazes, injuries, illness and infections promptly to the appropriate person. (c) Make sure any cuts, boils, skin infections and grazes are treated and covered with an appropriate dressing. 	<p>Evidence that cleanliness is compliant with workplace procedures.</p>	

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		

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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	Why it is important to have clean hair, skin, nails and clothing.	
K2	Why jewellery and other accessories may put food safety at risk.	
K3	The types of protective clothing and headgear you need for your work.	
K4	Why it is important to follow the recommended procedures to wash your hands at the appropriate times.	
K5	Why it is important to avoid unsafe behaviour when you are working with food.	
K6	Why it is important to report any cuts, boils, grazes and injuries.	
K7	Why it is important to report illness and infections, particularly stomach illnesses, before entering the production area.	
K8	Why it is important to keep work areas clean and tidy.	
K9	Why it is important to keep tools, utensils and equipment in good order, clean condition and stored correctly.	
K10	The types of food waste in the workplace.	
K11	What product contamination and cross-contamination are and how to minimise the risk of them occurring through your work practices.	
K12	Why the direct handling of food should be kept to a minimum.	

Notes/Comments

Assessor signature: _____**Date:** _____