



Unit F2PB 04 (108)

Move and Handle Products and Materials in Food Manufacture

Unit Summary

This Unit is about moving and handling food and drink products and materials in the workplace. It covers preparing to move and moving products or materials and working safely and hygienically.

This Unit is for you if you work in food and drink operations and your job requires you move and handle products and materials 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.

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

Communication Access 2

- ◆ Read and understand very simple written communication.

Problem Solving Access 2

- ◆ Plan, organise and complete a very simple, familiar task.

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 Prepare to move products or materials</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Check which products or materials need to be moved. (b) Select the required products or materials and make sure they are of the correct quantity and quality, and ready to be moved. (c) Make sure there is space available to move the products or materials. (d) Obtain the necessary handling equipment and make sure it is fit for use. (e) Identify which parts of the moving process involve most risk to products or materials and people, and take steps to reduce those risks. 	<p>Evidence of preparing to move two different types of products or materials.</p>	
<p>2 Move products or materials</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Use the correct handling techniques and equipment to avoid damage to the products or materials, yourself and others. (b) Move products or materials to the correct place. (c) Use the correct transport route. (d) Follow company procedures to report or deal with damage to products or materials during moving. 	<p>Evidence of moving two different types of products or materials.</p>	

		Evidence Requirements (cont)	
3	<p>Work safely and hygienically and follow good housekeeping practices</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Follow the required health, safety and hygiene standards when moving and handling materials. (b) Return handling equipment to the right place and make sure it is ready for future use. (c) Complete all records accurately and promptly. 	<p>Evidence of following good house keeping practices in accordance with workplace requirements.</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	Relevant health, safety and hygiene standards when moving and handling materials and why it is important to follow them.	
K2	Methods that may be used to move products or materials.	
K3	What checks to make before products or materials are moved.	
K4	The safe lifting limits for yourself and any equipment that you use.	
K5	How to carry out safety checks on lifting equipment and why it is important to do so.	
K6	Why it is important to check that the load is suitable to be moved and that you use the right handling equipment for the task.	
K7	How to select the right method and equipment.	
K8	Designated locations for accumulated products and materials and why these should be used.	
K9	How to identify an accumulation of products and materials.	
K10	Why and when accumulated products and materials should be moved.	
K11	How to identify which products and materials need removing from the production line.	
K12	What routes to take and why it is important to stick to them.	
K13	What hazards there may be to yourself and others when moving and handling products and materials.	
K14	What to do if you find that the products and/or materials or handling equipment are defective or damaged.	
K15	The rules and procedures for the different work areas that affect you when moving and handling products and materials.	
K16	The limits of your own authority and why it is important to work within these limits.	
K17	What recording and communication is needed, how to carry this out correctly, and why this is important.	

Notes/Comments

Assessor signature: _____

Date: _____