



Unit D2RF 04 (112)

Lift, Transfer and Position Loads

Unit Summary

This Unit is about lifting, transferring and positioning loads in food and drink manufacturing. You will need to use specialised equipment, lift and transfer loads by mechanical means to a designated location. You will also need to position, set down and release loads safely and securely.

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

- ◆ Produce very simple written communication.

Problem Solving Access 2

- ◆ Plan, organise and complete a very simple, familiar task.
- ◆ Review and evaluate a very simple, familiar 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.
<p>1 Prepare for movement of load</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Identify accurately the load to be moved, its location and destination from relevant information and instructions. (b) Check and confirm that the work area is safe and secure for moving and transferring loads. (c) Assess the method used to move and transfer loads and take suitable measures to ensure safety of the operation. (d) Identify any difficulties in carrying out the operation and clarify with the appropriate person(s). (e) Identify accurately the potential hazards in the work area and take action in line with approved procedures and practices. (f) Confirm that the equipment to be used is ready and set up for use. (g) Keep records in line with organisation and operational requirements. (h) Report problems and conditions outside your responsibility to the relevant, authorised person. (i) Follow approved procedures and practices in line with statutory requirements. 	<p>Your evidence must be work-based, simulation alone is only allowed where shown in <i>bold italics</i></p>	

	Evidence Requirements (cont)	
<p>Lift and transfer load to its designated location</p> <p>This means you:</p> <p>2 (a) Confirm and select load to lift.</p> <p>(b) Take into account the load's characteristics and lift and handle load safely.</p> <p>(c) Lift and transfer load to the designated location safely, securely and without loss or damage.</p> <p>(d) Undertake operations in a safe, effective and controlled way and are aware of the surrounding environment.</p> <p>(e) Report any loss of or damage to the load or the surrounding environment to the appropriate person(s) and take action in line with approved procedures and practices.</p> <p>(f) Report problems and conditions outside your responsibility to the relevant, authorised person.</p> <p>(g) Follow approved procedures and practices in line with statutory requirements.</p>		

You must be able to	Evidence Requirements (cont)	Evidence/ Activity Ref No.
<p>Position and set down load</p> <p>This means you:</p> <p>3 (a) Confirm the location for positioning and setting down of load, in line with information and instruction received.</p> <p>(b) Position, set down and release the load in its designated location.</p> <p>(c) Carry out operations safely, in optimum time and meet with the work requirements.</p> <p>(d) Report any loss of or damage to the load or the surrounding environment to the appropriate person(s) and take action in line with approved procedures and practices.</p> <p>(e) Report any incident(s) and accident(s) in line with approved procedures and practices.</p> <p>(f) Report problems and conditions outside your responsibility to the relevant, authorised person.</p> <p>(g) Keep records in line with organisation and operational requirements.</p> <p>(h) Follow approved procedures and practices in line with statutory 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		

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.		
Prepare for movement of load		
K1	The different types of loads, their characteristics and movement requirements.	
K2	Types of equipment used for the movement and transfer of loads in the context of the operations and work activity.	
K3	Preparation and set-up requirements for the specified equipment.	
K4	Methods for lifting and movement of load relative to the specified equipment and characteristics of the load.	
K5	Types of workplace hazards encountered and the working practices for dealing with them.	
K6	Organisational and operational requirements for keeping records.	
K7	Approved procedures and practices in the context of the operations, the work activity and the workplace environment (organisational, regulatory, emergency, operational).	
K8	Responsibilities under the health and safety statutory requirements.	
Lift and transfer load to its designated location		
K9	The different types of loads, their characteristics and movement requirements.	
K10	Types of specified equipment and related operating procedures.	
K11	Methods for lifting and transferring of load relative to the specified equipment and nature of the load.	
K12	Procedures for dealing with loss and damage to loads.	
K13	Approved procedures and practices in the context of the operations, the work activity and the workplace environment (organisational, regulatory, emergency, operational).	
K14	Responsibilities under the health and safety statutory requirements.	
Position and set down load		
K15	The different types of loads, their characteristics and movement requirements.	
K16	Types of specified equipment and related operating procedures.	
K17	Methods for positioning and setting down loads relative to the specified equipment.	
K18	Action to be taken in the event of incident or accident.	
K19	Organisational and operational requirements for keeping records.	
K20	Approved procedures and practices in the context of the operations, the work activity and the workplace environment (organisational, regulatory, emergency, operational).	
K21	Responsibilities under the health and safety statutory requirements.	

Notes/Comments

Assessor signature: _____ **Date:** _____