



## Unit F2J2 04 (116)

## Carry Out Hygiene Cleaning in Food Manufacture

### Unit Summary

Hygiene and food safety are very important to the food and drink manufacturing. Efficient and regular cleaning is essential to maintain hygiene standards. The cleaning forms part of an overall plan that provides evidence for auditors, regulators and/or customers. This Unit is about how to clean plant and work areas competently and safely and to make sure it fits the overall cleaning plan.

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:*

#### Problem Solving Access 2

- ◆ Analyse a very simple familiar situation or issue.
- ◆ 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 cleaning</p> <p>This means you:</p> <ul style="list-style-type: none"> <li>(a) Prepare according to legal or regulatory requirements, organisational health and safety, hygiene and environmental standards or instructions.</li> <li>(b) Establish cleaning requirements.</li> <li>(c) Protect or clear the area of raw materials or product.</li> <li>(d) Use the correct personal protective equipment.</li> <li>(e) Select and use specified cleaning solutions following company procedures.</li> <li>(f) Select the correct cleaning equipment.</li> <li>(g) Check and prepare all equipment, machinery and make sure the working area is in a safe state before starting cleaning and isolate where required.</li> <li>(h) Take all and only actions within the limits of your authority throughout the cleaning process.</li> <li>(i) Maintain effective communication where required throughout the cleaning process.</li> </ul>	<p>Evidence of carrying out cleaning of:</p> <ul style="list-style-type: none"> <li>1 plant and equipment</li> <li>2 and work areas</li> </ul> <p>in accordance with workplace procedures</p>	

		Evidence Requirements (cont)	
2	<p>Carry out cleaning</p> <p>This means you:</p> <p>(a) Carry it out according to legal or regulatory requirements, organisational health and safety, hygiene and environmental standards or instructions.</p> <p>(b) Use personal protective equipment correctly.</p> <p>(c) Follow cleaning requirements.</p> <p>(d) Carry out cleaning operations using cleaning solutions, materials and equipment as required.</p> <p>(e) Carry out the cleaning without causing damage to plant and equipment.</p> <p>(f) Take the necessary precautions to prevent the spread of contamination to other areas.</p> <p>(g) Identify when faulty equipment, low stocks of cleaning agents and any other problems arise during cleaning and take appropriate action.</p> <p>(h) Leave plant, equipment and work areas fit for future use.</p> <p>(i) Complete the cleaning within the specified time.</p> <p>(j) Report any problems which arise during the cleaning and take the appropriate action.</p>	<p>Evidence of carrying out cleaning of:</p> <p>1 plant and equipment 2 and work areas</p> <p>in accordance with workplace procedures</p>	

		Evidence Requirements (cont)	
3	<p>Complete cleaning</p> <p>This means you:</p> <p>(a) Complete cleaning of the work environment according to legal or regulatory requirements, organisational health and safety, hygiene and environmental standards or instructions.</p> <p>(b) Carry out sampling where required.</p> <p>(c) Achieve cleanliness to agreed specifications and correctly re-instate plant, equipment and work areas.</p> <p>(d) Store cleaning materials and equipment back in the right place in the correct condition.</p> <p>(e) Return or dispose of personal protective equipment correctly.</p> <p>(f) Identify and report any signs of contamination, damage or environmental concerns.</p> <p>(g) Dispose of waste or debris correctly.</p> <p>(h) Complete the required records.</p>	<p>Evidence of completing cleaning of:</p> <p>1 plant and equipment 2 and work areas</p> <p>in accordance 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

<b>Candidate name:</b>		<b>Assessor initials/date</b>
<b>No</b>	<b>Activity</b>	
1		
2		
3		

<b>You need to know and understand</b>		<b>Evidence</b>
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	The legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions and what may happen if they are not followed.	
K2	Types and uses of cleaning materials, COSHH and risk assessment requirements and precautions to be taken when handling or storing cleaning materials.	
K3	The cleaning materials used for particular surfaces and equipment.	
K4	Why it is important to ensure correct dilution of cleaning materials.	
K5	The consequences of not handling hazardous materials properly.	
K6	The effects which different cleaning methods and materials may have on the health and welfare of people and livestock, and how to minimise any harmful effect.	
K7	Where to find, how to use and the risks of not following, cleaning instructions and schedules.	
K8	How to establish the fitness of, and correctly use personal protective clothing, what will happen if you do not do so and what to do with equipment that is unfit for use.	
K9	How to use guards and warning notices and the possible consequences of not doing so.	
K10	When a permit to work is required, how it is used, and what might happen if it is not obtained before cleaning starts.	
K11	Why following company standards for the sequence of cleaning is important.	
K12	The frequency with which different items of equipment should be cleaned and maintained.	
K13	The precautions to take to ensure that the product is not contaminated by cleaning materials.	
K14	What actions to take if you find problems with plant and equipment.	
K15	What actions to take if the cleaning cannot be completed within specified times.	
K16	The need to achieve the required standard of cleanliness and what may happen if this is not done.	
K17	The need to ensure the complete removal of cleaning materials and what may happen if this is not done.	
K18	The need to identify and report any signs of contamination, damage or environmental concerns and what may happen if this is not done.	
K19	Where appropriate reasons for sampling and what may happen if it is not carried out correctly.	
K20	How to handle and store cleaning materials, equipment and personal protective equipment and what might happen if this is not done.	
K21	The correct waste disposal procedures and what may happen if they are not followed, and what special precautions need to be taken regarding potentially hazardous waste.	

<b>You need to know and understand (cont)</b>		
K22	Why it is important to re-instate plant, equipment and work areas and what may happen if this is not done.	
K23	Why it is important to store or dispose of personal protective equipment and what may happen if this is not done.	
K24	Why it is important to cancel permit to work and what might happen if this is not done.	
K25	Why it is important to keep accurate records and what might happen if this is not done.	
K26	What and why it is important to communicate effectively and what may happen if this is not done.	

Notes/Comments

**Assessor signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_