



## Unit F2M8 04 (543)

## Maintain Plant and Equipment in Food Manufacture

### Unit Summary

This Unit is about the care and maintenance of plant and equipment in order to minimise machine down time and facilitate optimum production. It covers preparing for maintenance of plant and equipment and undertaking maintenance of food and drink manufacturing plant and equipment. Working safely, in the optimum time, using the correct tools, equipment and materials, and carrying out maintenance in accordance with statutory and organisation procedures are essential features of this Unit.

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 Intermediate 1

- ◆ Produce simple but detailed written communication.

#### Working with Others Intermediate 2

- ◆ Work with others in a group to analyse, plan and complete an activity.

#### Problem Solving Intermediate 2

- ◆ Analyse a situation or issue.
- ◆ Plan, organise and complete a task.
- ◆ Review and evaluate a 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:** \_\_\_\_\_

<p><b>You must be able to</b></p>	<p><b>Evidence Requirements</b></p> <p><b>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.</b></p> <p>Your evidence must be work-based, simulation alone is only allowed where shown in <i>bold italics</i></p>	<p><b>Evidence/Activity Ref No.</b></p>
<p>1</p> <p>Plan maintenance activities</p> <p>This means you:</p> <ul style="list-style-type: none"> <li>(a) Access relevant information and instructions, interpret them correctly and evaluate them for impact on operations.</li> <li>(b) Prioritise your work activities to achieve the optimum productivity within the limits of your own contribution.</li> </ul>	<p>Evidence of planning maintenance activities in accordance with workplace procedures.</p>	
<p>2</p> <p>Prepare for maintenance activities</p> <p>This means you:</p> <ul style="list-style-type: none"> <li>(a) Identify what resources will be required and ensure that they are available and fit for use.</li> <li>(b) Access and prepare the work area in a manner which promotes effective and safe working practices.</li> </ul>	<p>Evidence of preparing for maintenance activities in accordance with workplace procedures.</p>	
<p>3</p> <p>Communicate your plans to the relevant people</p> <p>This means you:</p> <ul style="list-style-type: none"> <li>(a) Ensure that maintenance activities are correctly authorised.</li> <li>(b) Establish effective spoken and written communication with your managers and colleagues.</li> <li>(c) Complete the necessary documentation accurately and legibly and process it correctly.</li> </ul>	<p>Evidence of communicating your plans to the relevant people in accordance with workplace procedures.</p>	

		<b>Evidence Requirements (cont)</b>	
4	<p>Undertake the maintenance activities</p> <p>This means you:</p> <ul style="list-style-type: none"> <li>(a) Monitor and adhere to hygiene, health and safety and environmental procedures.</li> <li>(b) Ensure that maintenance activities are undertaken using correct tools, materials, equipment and techniques.</li> <li>(c) Identify defects and discrepancies in components and take the necessary corrective action.</li> <li>(d) Minimise the wastage of consumable items and other materials and dispose of non-reusable materials correctly.</li> <li>(e) Leave plant and equipment safe, tidy and fit for future use.</li> </ul>	<p>Evidence of undertaking the maintenance activities in accordance with workplace procedures.</p>	
5	<p>Report on maintenance activities</p> <p>This means you:</p> <ul style="list-style-type: none"> <li>(a) Ensure that work which cannot be completed within the agreed schedule is recorded and reported to the relevant people.</li> <li>(b) Evaluate maintenance activities for effectiveness, seek areas for improvement, and make recommendations to the relevant people.</li> <li>(c) Maintain effective spoken and written communication with your managers and colleagues.</li> <li>(d) Complete the necessary documentation accurately and clearly and process it correctly.</li> </ul>		

**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

**Unit F2M8 04 (543)****Maintain Plant and Equipment in Food  
Manufacture**

<b>Candidate name:</b>		<b>Assessor initials/date</b>
<b>No</b>	<b>Activity</b>	
1		
2		
3		
4		
5		

<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 standards of health and safety and hygiene that you are required to work to and why it is important that you do so.	
K2	What the limits of your own authority and competence are and why it is important to work within them.	
K3	What the lines and methods of effective communication are and why it is important to use them.	
K4	What the documentation requirements are and why it is important to meet them.	
K5	What the relevant plant and equipment operating systems are and what the maintenance needs are.	
K6	How to access information and resources.	
K7	What to do in situations where the resources are not available or are not fit for use.	
K8	What the possible implications of not undertaking maintenance are.	
K9	What impact maintenance may have on operations.	
K10	Which maintenance activities are necessary, when and how to carry them out.	
K11	How to select the correct materials and why it is important to do so.	
K12	What defects and discrepancies are likely to occur and their implications for maintenance.	
K13	What to do if maintenance uncovers unexpected problems.	
K14	How to minimise wastage and why it is important to do so.	
K15	How to leave plant and equipment safe, tidy and fit for future use and why it is important to do so.	
K16	How to dispose of all waste safely and effectively and why it is important to do so.	
K17	How to establish the effectiveness of maintenance activities.	

Notes/Comments

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