



Unit F2P8 04 (555)

Monitor Wrapping and Labelling of Products in Food Manufacture

Unit Summary

This Unit is about planning and co-ordinating the wrapping and labelling of food and drink products. It covers developing a plan that uses sufficient resources, confirming availability of materials, tools etc and checking that your plan complies with all legal and standard operational requirements.

This Unit is for you if you work and drink manufacturing operations and you have responsibilities for the planning, implementation and monitoring of wrapping and labelling operations of food and drink products. You may be a team leader, line manager or supervisor.

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 3

- ◆ Read and understand simple 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>You must be able to</p> | <p>Evidence Requirements</p> <p>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.</p> <p>Your evidence must be work-based, simulation alone is only allowed where shown in <i>bold italics</i></p> | <p>Evidence/Activity Ref No.</p> |
|--|--|---|
| <p>1 Monitor wrapping and labelling operation against production requirements</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Monitor consistently the progress against production targets. (b) Provide supervision and support to your team to resolve difficulties and ensure targets are met. (c) Report difficulties outside of your area of responsibility to relevant personnel. (d) Keep record of wrapping labelling operate accurate and complete, and store for easy retrieval. (e) Take prompt corrective action where technical or material faults threaten the operation and achievement of targets. (f) Follow legal and standard operational requirements in wrapping and labelling operation. (g) Manage risk effectively and ensure the workplace is hazard free. (h) Monitor the wrapping and labelling of products and ensure that they are done correctly, using appropriate materials and methods for each product. | <p>Evidence of monitoring wrapping and labelling operation against production requirements.</p> <p>This means you must manage two types of risk eg physical danger to persons, equipment damage, material damage, product contamination, incorrect waste disposal, and incorrect storage.</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 | | |

| 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 | Key features of legal and operational requirements relating to wrapping and labelling operations. | |
| K2 | How to plan resources to meet planned and anticipated demand. | |
| K3 | How to estimate and allow for contingencies. | |
| K4 | Tools and equipment used for wrapping and labelling food and drink products and their safe use. | |
| K5 | Competences and development needs of personnel. | |
| K6 | Monitor wrapping and labelling operation against food and drink production requirements. | |
| K7 | How to check on availability of materials. | |
| K8 | Technical information for relevant tools and equipment. | |
| K9 | Materials orders and delivery arrangements. | |
| K10 | Corrective actions within own area of responsibility. | |
| K11 | Quality records and their applicability to wrapping and labelling. | |
| K12 | How to manage control of work materials. | |

| |
|----------------|
| Notes/Comments |
|----------------|

Assessor signature: _____

Date: _____