



Unit F2NN 04 (557)

Monitor Effectiveness of Despatch and Transport Operations in Food Manufacture

Unit Summary

This Unit is about monitoring the effectiveness of food and drink despatch and transport operations. It covers monitoring processes by checking that the quality of the product is maintained and making recommendations for improvements, as well as ensuring risks to health and safety in the workplace are controlled.

This Unit is for you if you work in food and drink manufacturing operations and you have responsibilities for organising the despatch and transport 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.

Numeracy Access 3

- ◆ Apply simple numerical skills in everyday contexts.

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.

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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.
1	<p>Monitor the despatch and transport processes</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Monitor progress against targets for preparation of orders for distribution. (b) Check that the quality of the products is maintained. (c) Adapt allocation of work activities to meet changing priorities and targets. (d) Report factors influencing effectiveness which are outside your own area of responsibility to the relevant people. (e) Make recommendations to improve the despatch process to relevant people. 	<p>Evidence of monitoring the despatch and transport processes in accordance with workplace procedures.</p>	
2	<p>Control risk to health and safety in the workplace</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Control risk to health and safety during despatch and transport operations, ensuring compliance with relevant legal and standard operational requirements. (b) Monitor correct and safe use of all tools and equipment to minimise risk. (c) Identify promptly and take corrective action regarding potential and actual hazards in the workplace. (d) Monitor safe handling and lifting techniques during loading of transport vehicles 	<p>Evidence of controlling risk to health and safety in the workplace in accordance with workplace procedures.</p> <p>This means you must control two types of risk eg physical danger to persons, equipment damage, material damage, product contamination, incorrect waste disposal, 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

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Candidate name:		Assessor initials/date
No	Activity	
1		
2		

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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	Key features of legal and operational requirements.	
K2	Standard operating procedures in respect of despatch and transport.	
K3	How to set and agree targets for transport and distribution.	
K4	Why it is important to have cost effective and efficient transport and distribution processes.	
K5	What action to take on variances and non-compliance in maintaining conditions.	
K6	Why it is important to work to targets and standards.	
K7	Corrective action and procedures when dealing with contingencies.	
K8	Safe and correct manual handling techniques.	

Notes/Comments

Assessor signature: _____ **Date:** _____