



## Unit F2P0 04 (567)

## Shut Down Plant and Equipment in Food Manufacture

### Unit Summary

This Unit is about shutting down plant and equipment in the production, processing and packaging of food and drink products. Complying with health and safety and environmental requirements and the ability to recognise potential improvements to shut down 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 Access 3

- ◆ Produce simple written communication.

#### 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:** \_\_\_\_\_

You must be able to	Evidence Requirements	Evidence/ Activity/ Ref No.
<p>1 Prepare to shut down plant and equipment</p> <p>This means you:</p> <ul style="list-style-type: none"> <li>(a) Check and follow hygiene, health and safety and environmental procedures.</li> <li>(b) Make sure that when plant is shut down and the time it takes support efficiency.</li> </ul>	<p>Evidence of preparing to shut down plant and equipment in accordance with workplace procedures.</p>	
<p>2 Implement shut down procedures</p> <p>This means you:</p> <ul style="list-style-type: none"> <li>(a) Shut down chosen plant, equipment and associated services in line with procedures.</li> <li>(b) Deal with residual materials in a manner which means they can be used again.</li> <li>(c) Make sure that plant and equipment are safe, secure and fit for purpose so that operations can continue when necessary.</li> </ul>	<p>Evidence of implementing shut down procedures in accordance with workplace procedures.</p>	
<p>3 Evaluate the shutting down of plant and equipment</p> <p>This means you:</p> <ul style="list-style-type: none"> <li>(a) Consider how useful the shut down procedures are and make suggestions to the relevant person.</li> <li>(b) Complete the necessary documentation accurately and clearly and process it correctly.</li> <li>(c) Keep up effective spoken and written communication with your managers and colleagues.</li> </ul>	<p>Evidence of evaluating the shutting down of plant and equipment 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

**Unit F2P0 04 (567)**

**Shut Down Plant and Equipment in Food  
Manufacture**

<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	To what standards of health and safety and hygiene you are required to work and why it is important that you do so.	
K2	What the limits of your own authority and capabilities are and why it is important to work within them.	
K3	What the correct procedures for dealing with residual materials are and why it is important to follow them.	
K4	What happens after shut down and how your actions affect this.	
K5	What the correct procedures for shut down are and why it is important to follow them.	
K6	What the documentation requirements are and why it is important to meet them.	
K7	What the lines and methods of effective communication are and why it is important to use them.	

Notes/Comments

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