

Unit IMPPO217 (J5N3 04) Control Wrapping and Labelling in Food and Drink Operations

I confirm that the evidence detailed in this unit is my own work.

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| **Candidate’s name** |  | **Candidate’s signature** |  | **Date** |
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I confirm that the candidate has achieved all the requirements of this unit.

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| **Assessor’s name** |  | **Assessor’s signature** |  | **Date** |
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| **Countersigning — Assessor’s name**  **(if applicable)** |  | **Countersigning — Assessor’s signature**  **(if applicable)** |  | **Date** |
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I confirm that the candidate’s sampled work meets the standards specified for this unit and may be presented for external verification.

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| **Internal verifier’s name** |  | **Internal verifier’s signature** |  | **Date** |
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| **Countersigning — Internal verifier’s name**  **(if applicable)** |  | **Countersigning — Internal verifier’s signature**  **(if applicable)** |  | **Date** |
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| **External Verifier’s initials and date (if sampled)** |  |

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| **Unit overview** |
| This standard is about the skills and knowledge needed for you to control wrapping and labelling in food and drink operations and the associated supply chain. |

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| **Sufficiency of evidence** |
| There must be sufficient evidence to ensure that the candidate can consistently achieve the required standard over a period of time in the workplace or approved realistic working environment. |

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| **Performance criteria** |
| **What you must do:** |
| There must be evidence for **all** Performance Criteria (PC). |
| **Prepare for wrapping and labelling**   1. Operate to the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions when preparing for wrapping and labelling 2. Check the availability of products for wrapping and labelling 3. Set up machinery according to specifications 4. Start up machinery to specifications and check that it is working 5. Communicate with others 6. Deal with problems to maintain schedules   **Carry out wrapping and labelling**   1. Meet the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions when carrying out wrapping and labelling 2. Control the infeed of products for flow wrapping to specifications 3. Control the progress of products during wrapping and labelling to specifications 4. Control the output of wrapped and labelled products to specifications 5. Deal with substandard or contaminated products 6. Take effective action in response to operating problems within the remit of your own authority 7. Control transfer of wrapped products to the next processing stage   **Finish wrapping and labelling**   1. Meet the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions when finishing wrapping and labelling 2. Follow procedures to shut down the machinery 3. Remove and dispose of waste and by-products 4. Check that machinery is ready for further use 5. Communicate with others effectively 6. Complete all necessary documentation |

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| **Evidence reference** | **Evidence description** | **Date** | **Performance criteria** | | | | | | | | | | | | | | | | | | |
| **What you must do** | | | | | | | | | | | | | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** | **19** |
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| **Knowledge and understanding** | | **Evidence reference**  **and date** |
| **What you must know and understand** | |
| For those knowledge statements that relate to **how** the candidate should do something, the assessor may be able to infer that the candidate has the necessary knowledge from observing their performance or checking products of their work. In **all** other cases, evidence of the candidate’s knowledge and understanding must be gathered by alternative methods of assessment (eg oral or written questioning). | |
| 1 | What the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions are and what may happen if they are not followed |  |
| 2 | The purpose and importance of wrapping and labelling |  |
| 3 | What equipment and tools to use and their correct condition |  |
| 4 | What materials to use and in what quantity |  |
| 5 | How to obtain and interpret the relevant process specification |  |
| 6 | What recording, reporting and communication is needed and how to carry this out and the reasons why it is important to do so |  |
| 7 | What action to take when the process specification is not met |  |
| 8 | How to carry out the necessary pre start checks and why it is important to do so |  |
| 9 | How to follow the start up procedures for wrapping and labelling and why it is important to do so |  |
| 10 | How to obtain the necessary resources for wrapping and labelling |  |
| 11 | How to follow work instructions and why it is important to do so |  |
| 12 | Common sources of contamination during processing, how to avoid these and what might happen if this is not done |  |
| 13 | How to operate, regulate and shut down the relevant equipment |  |
| 14 | When it is necessary to seek assistance and how to seek it |  |
| 15 | How to follow the relevant process control procedures and why it is important to do so |  |
| 16 | Different ways to carry out wrapping and labelling |  |
| 17 | How to carry out wrapping and labelling in an efficient manner and why it is important to do so |  |
| 18 | What the limits of your own authority and competence are and why it is important to work within them |  |
| 19 | How to deal with items that can be re-cycled or re-worked |  |
| 20 | How to dispose of waste and why it is important to do so |  |
| 21 | How to make equipment ready for future use |  |

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# Supplementary evidence

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| **Evidence** | | **Date** |
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| **Assessor feedback on completion of the unit** |
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