

Unit IMPSD102 (J5N0 04) Receive Goods and Materials 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 covers the skills and knowledge needed to receive goods and materials in food and drink operations. |

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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). |
| **Check goods and materials** 1. Check that goods and materials entering storage match the type, quality and quantity as stated in the documentation
2. Take immediate action within your limit of authority to deal with any discrepancies and report your actions to the relevant person
3. Complete any necessary preparation and labelling

**Move and handle goods and materials safely and hygienically**1. Receive goods and materials in accordance with health and safety, hygiene and environmental standards and instructions
2. Use safe and hygienic methods in accordance with regulations for handling goods and materials
3. Use methods to accept goods and materials that minimise damage to stock
4. Carry out the operation within agreed timescales
5. Deliver the consignment to the right place
6. Take action when there is damage or loss to goods and materials

**Update records and stock control systems**1. Identify and record any discrepancies
2. Record the reasons for refusing goods and materials into storage
3. Communicate the reasons for refusing goods and materials into storage to the relevant person
4. Update stock control systems to record the progress of goods and materials into storage
5. Make sure that documentation is complete and up to date

**Finish goods and materials intake** 1. Inform relevant colleagues when the delivery is about to finish
2. Store equipment when the delivery is completed
3. Deal with waste, spillage or rubbish in accordance with organisational requirements
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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** |
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**Unit IMPSD102 (J5N0 04) Receive Goods and Materials in Food and Drink Operations**

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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 | How to find the information that tells you the quantity and type of deliveries to expect |  |
| 2 | The procedures relating to the receipt of goods and materials |  |
| 3 | Good housekeeping practices and what may happen if they are not carried out |  |
| 4 | What handling equipment is required and how to use it |  |
| 5 | Types of discrepancies which may occur, why and how they should be reported |  |
| 6 | Types of problems that may arise and what actions you can take if faults are found in materials, equipment or delivery containers |  |
| 7 | How to deal with waste, spillage or rubbish and what may happen if this is not done |  |
| 8 | What to do if there is an interruption to the delivery of goods and materials |  |
| 9 | Why it is important to deliver to the right place and what may happen if this is not done |  |
| 10 | What to do if there is damage or loss of goods and materials |  |
| 11 | The communication structures and procedures within the company |  |
| 12 | Why it is important to check materials and what to do if they do not match the documentation |  |
| 13 | What to look for when checking goods and materials to decide whether to accept them |  |
| 14 | Acceptable reasons for refusing goods and materials into storage |  |
| 15 | Methods that can be used for checking the type and quality of goods and materials |  |
| 16 | Uses of stock control systems |  |
| 17 | Where deliveries should be off-loaded |  |
| 18 | Where to find information on supplier history |  |
| 19 | Resources that are available for checking goods and materials entering storage |  |
| 20 | Why it is important to handle goods and materials in accordance with company procedures |  |
| 21 | Why it is important to store required equipment in accordance with company procedures |  |
| 22 | What documentation to use and why it is important to complete it to company standards |  |
| 23 | The relevant health and safety, hygiene and environmental standards and instructions and what may happen if they are not followed |  |

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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). |
| 24 | The relevant industry regulations and what may happen if they are not followed |  |
| 25 | Temperature controls and other hygiene and food safety controls relating to the goods and materials during the unloading process |  |
| 26 | What checks need to be made on the goods and materials |  |
| 27 | What checks need to be made when handling equipment before they are used for unloading |  |
| 28 | Why it is important to position the vehicle correctly for unloading |  |
| 29 | Why it is important to make sure the vehicle is safe and secured for unloading |  |
| 30 | Procedures for setting up handling equipment if used |  |
| 31 | Methods of handling goods and materials to avoid risks to personnel and product safety |  |
| 32 | Visual checks to be carried out during unloading process |  |

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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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