

Unit IMPSD203 (J5N2 04) Move and Handle Products 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 move and handle products 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). |
| 1. Select products or materials to be moved 2. Assess the products or materials to be moved to determine best method for moving and handling 3. Check lifting and moving equipment complies with health and safety regulations 4. Check the required products or materials and check that they are of the correct quantity and quality 5. Check that there is space available to move the products or materials 6. Identify which parts of the moving process involve most risk to products or materials and people, and take steps to reduce those risks 7. Use handling techniques and equipment that comply with health and safety regulations to avoid damage to the products or materials, yourself and others 8. Move products or materials to the designated location using the correct transport route 9. Deal with damage to products or materials during moving in accordance with company procedures 10. Return handling equipment to the right place and check that it is ready for future use 11. Complete all necessary documentation within agreed timescales 12. Move and handle materials following health, safety and hygiene standards |

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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** |
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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 | Relevant health, safety and hygiene standards when moving and handling materials and why it is important to follow them |  |
| 2 | Methods and equipment that can be used to move and handle products or materials |  |
| 3 | The checks to make before products or materials are moved, including equipment checks |  |
| 4 | How to carry out safety checks on lifting equipment and why it is important to do so |  |
| 5 | The safe lifting limits for yourself and any lifting equipment |  |
| 6 | Why it is important to check that the load is suitable to be moved and that you use the right handling equipment for the task |  |
| 7 | Designated locations for accumulated products and materials and why these should be used |  |
| 8 | Why accumulated products and materials should be moved |  |
| 9 | How to identify which products and materials need removing from the production line |  |
| 10 | The routes to take and why it is important to follow them |  |
| 11 | The hazards to yourself and others when moving and handling products and materials |  |
| 12 | What to do if you find that the products and/or materials or handling equipment are defective or damaged |  |
| 13 | Why it is important to maintain the temperature of the materials and the temperature of the location the materials are being moved to |  |
| 14 | The rules and procedures for the different work areas that affect you when moving and handling products and materials |  |
| 15 | The purpose of electronic recording and scanning systems for moving and handling materials |  |
| 16 | The limits of your own authority and why it is important to work within these limits |  |
| 17 | The importance of effective communication |  |

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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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