



## Unit F2S4 04 (106)

## Unpack Goods and Materials in Food Manufacture

### Unit Summary

This Unit is about unpacking goods and materials for storage in food and drink manufacturing. You will need to use different unpacking methods and tools; report any damaged stock and dispose of packaging; and you need to lift and carry stock safely.

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:*

#### Problem Solving Access 2

- ◆ Plan, organise and complete a very simple, familiar task.
- ◆ Review and evaluate a very simple, familiar 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 Use correct methods and tools to unpack stock quickly</p> <p>This means you:</p> <ul style="list-style-type: none"> <li>(a) Unpack stock using the correct methods and tools.</li> <li>(b) Return tools to the correct location after use.</li> <li>(c) Take action within your limits of authority where stock is damaged or does not meet the specification.</li> <li>(d) Unpack stock in the optimum time.</li> </ul>	<p>Evidence of methods and tools used in accordance with workplace procedures.</p>	
<p>2 Work safely and hygienically</p> <p>This means you:</p> <ul style="list-style-type: none"> <li>(a) Use correct lifting and carrying techniques to position stock for unpacking.</li> <li>(b) Remove and dispose of left over packaging.</li> <li>(c) Follow safe and hygienic working practices.</li> </ul>	<p>Evidence of lifting and carrying manually on your own, lifting and carrying manually with the help of another person and using a device which aids lifting and carrying.</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

<b>Candidate name:</b>		<b>Assessor initials/date</b>
<b>No</b>	<b>Activity</b>	
1		
2		

<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	How to position stock for unpacking.	
K2	Different methods and tools for unpacking stock.	
K3	How to unpack stock and why it is important to use specific methods and tools.	
K4	What to do with damaged stock and who to report to.	
K5	How to select and use the correct tools to unpack stock.	
K6	How to dispose of packaging.	
K7	How to lift and carry stock safely.	
K8	Why it is important to return tools to their correct place after use.	

Notes/Comments

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

**Date:** \_\_\_\_\_