



Unit F2RG 04 (109)

Prepare Work Area for Picking and Packing Orders in Food Manufacture

Unit Summary

This Unit is about preparing the work area for picking and packing orders in readiness for despatch in food and drink manufacturing. It covers preparing the work area for collating and packing which involves keeping the work area clean, wearing the correct personal protective clothing and preparing equipment.

This Unit is for you if you work in food and drink operations and your job requires you to pack orders of products in readiness for despatch.

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: _____

<p>You must be able to</p>	<p>Evidence Requirements</p> <p>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.</p> <p>Your evidence must be work-based, simulation alone is only allowed where shown in <i>bold italics</i></p>	<p>Evidence/Activity Ref No.</p>
<p>1 Prepare work area for collation and packing</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Keep your work area clean, tidy and free from hazards and obstructions and ready for use. (b) Wear and use the correct personal protective clothing and equipment for the packing task to be completed. (c) Prepare the correct equipment and materials for packing of products. (d) Identify and report any damage or problems with equipment, materials or the work area immediately to the appropriate person. (e) Identify the correct type and number of products for packing, in line with your instructions. (f) Make sure that your work area is in line with health, safety and hygiene requirements. 	<p>Evidence of preparing work area for collation and packing of two orders.</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

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Candidate name:		Assessor initials/date
No	Activity	
1		

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You need to know and understand		Evidence
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	Relevant health, safety and hygiene standards when moving and handling materials and why it is important to follow them.	
K2	Methods that may be used to move products or materials.	
K3	What checks to make before products or materials are moved.	
K4	The safe lifting limits for yourself and any equipment that you use.	
K5	How to carry out safety checks on lifting equipment and why it is important to do so.	
K6	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.	
K7	How to select the right method and equipment.	
K8	Designated locations for accumulated products and materials and why these should be used.	
K9	How to identify an accumulation of products and materials.	
K10	Why and when accumulated products and materials should be moved.	
K11	How to identify which products and materials need removing from the production line.	
K12	What routes to take and why it is important to stick to them.	
K13	What hazards there may be to yourself and others when moving and handling products and materials.	
K14	What to do if you find that the products and/or materials or handling equipment are defective or damaged.	
K15	The rules and procedures for the different work areas that affect you when moving and handling products and materials.	
K16	The limits of your own authority and why it is important to work within these limits.	
K17	What recording and communication is needed, how to carry this out correctly, and why this is important.	

Notes/Comments

Assessor signature: _____ **Date:** _____