



Unit F2S8 04 (113)

Unload the Vehicle

Unit Summary

This Unit is about delivering loads in accordance with documentation by getting appropriate proof of delivery after unloading in food and drink manufacturing. You also need to assist the unloading of vehicles by manoeuvring the vehicles into suitable positions, make sure the vehicle is prepared for unloading, and identify parts of load to be unloaded. You need to follow the relevant legal, safety and operating requirements associated with unloading goods vehicles.

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:

Communication Access 2

- ◆ Read and understand very simple written communication.

Numeracy Access 2

- ◆ Apply very simple numerical skills in familiar everyday contexts.

Working With Others Access 2

- ◆ Work with others in a group to complete a simple, familiar activity under supervision.

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: _____

	Evidence Requirements	Evidence/ Activity Ref No.
<p>You must be able to</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>1</p> <p>Comply with proof-of-delivery requirements</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Identify the person responsible for officially receiving the load. (b) Ensure the load is delivered according to the documentation. (c) Complete all proof-of-delivery documentation once unloading has been completed. (d) Identify any problems with obtaining the proof-of-delivery and take appropriate action. (e) Communicate in an appropriate manner with other people. (f) Comply with all relevant legal and operating requirements. 	<p>Evidence of complying with proof-of-delivery requirements in accordance with workplace procedures.</p>	
<p>2</p> <p>Assist the unloading of the vehicle</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Identify any special requirements for unloading. (b) Ensure the loading area is suitable and safe for the unloading. (c) Manoeuvre the vehicle into a suitable position for unloading. (d) Ensure the vehicle is prepared correctly for unloading. (e) Identify the part of the load to be unloaded. (f) Monitor the unloading of the vehicle wherever possible. (g) Confirm the unloading has been completed. 	<p>Evidence of assisting the unloading the vehicle in accordance with workplace procedures.</p>	

		Evidence Requirements (cont)	
2 (cont)	(h) Communicate in an appropriate manner with other people. (i) Identify any problems with the unloading and take appropriate action. (j) Comply with all relevant safety and operating requirements.		

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

Candidate name:		Assessor initials/date
No	Activity	
1		
2		

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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.		
Comply with proof-of-delivery requirements		
K1	How to ensure the load is delivered according to the documentation.	
K2	What to do when no-one takes responsibility for receiving the load.	
K3	Relevant legal and operating requirements.	
Assist the unloading of the vehicle		
K4	The potential special requirements for unloading.	
K5	How different vehicles should be prepared to deliver different loads.	
K6	Where vehicles should be positioned.	
K7	How to monitor the unloading of different types of load.	
K8	What type of problems could occur with the unloading.	
K9	Relevant safety and operating requirements.	

Notes/Comments

Assessor signature: _____

Date: _____