



Unit F2RF 04 (117)

Prepare Tools and Equipment for Use in Food Manufacture

Unit Summary

This Unit is about the preparation of tools and equipment for use in a range of food and drink production operations, as directed in the workplace.

It covers obtaining tools and equipment from storage or cleaning areas in readiness for production work to a schedule. Also, setting up tools and equipment ready for the start of production.

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

- ◆ Analyse a very simple familiar situation or issue.
- ◆ 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 Obtain tools and equipment</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Obtain tools and equipment that are appropriate to the scheduled food and drink operations. (b) Check that tools and equipment are undamaged, clean and fit for purpose. (c) Operate at all times within relevant health, safety and hygiene requirements. (d) Wear relevant personal protective clothing and equipment within the work area. (e) Seek advice from relevant personnel when difficulties, or actions outside of your area of responsibility, occur. 	<p>Evidence of obtaining two different types of tools and equipment.</p>	
<p>2 Set up and prepare tools and equipment</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Wear the relevant personal protective clothing and equipment within the work area. (b) Set up tools and equipment according to production schedule requirements. (c) Correctly adjust the required tools and equipment to the tolerances or settings required for the start up of production. (d) Seek advice from the relevant people when difficulties, or actions outside of your area of responsibility happen. 	<p>Evidence of setting up and preparing two different types of tools and equipment.</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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Manufacture**

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.		
K1	Your duties under hygiene, health and safety requirements and what might happen if they are not met.	
K2	Why it is important to identify hazards and take necessary precautions and what might happen if this is not done.	
K3	The range of tools and equipment used for the food and drink operations in which you are involved and their appropriate use.	
K4	Why it is important to wear protective clothing and the implications of not doing so.	
K5	How to source and read production schedules and other relevant production documentation.	
K6	Importance of obtaining tools and equipment in advance of production start up.	

Notes/Comments

Assessor signature: _____**Date:** _____