



## Unit XXXX 04 (215)

## Carry Out and Finish Bulk Filling in Food Manufacture

### Unit Summary

This Unit is about preparing and carrying out bulk filling in food and drink operations. It covers preparing and carrying out bulk filling, closing down plant and equipment as well as following industry regulations and standards.

This Unit is for you if you work in food and drink manufacturing operations and your role requires you to control bulk filling operations.

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 3

- ◆ Analyse a simple situation or issue.
- ◆ Plan, organise and complete a simple task.

*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 Prepare for bulk filling</p> <p>This means you:</p> <ul style="list-style-type: none"> <li>(a) Receive and confirm bulk filling instructions.</li> <li>(b) Check that containers for filling are available and fit for use.</li> <li>(c) Confirm that services and filling equipment are available and are fit for use.</li> <li>(d) Identify correctly the product for filling and confirm that it is available.</li> <li>(e) Check that equipment is in correct working order.</li> <li>(f) Check that records are completed accurately and promptly.</li> </ul>	<p>Evidence of preparing for bulk filling in accordance with workplace procedures.</p> <p>This must include two types of containers.</p>	
<p>2 Carry out and monitor bulk filling</p> <p>This means you:</p> <ul style="list-style-type: none"> <li>(a) Carry out bulk filling to specification.</li> <li>(b) Monitor to ensure that output rates are in line with specification.</li> <li>(c) Monitor containers and deal correctly with any which do not meet specification.</li> </ul>	<p>Evidence of preparing to carry out and monitor bulk filling.</p> <p>This must include two types of containers.</p>	

		Evidence Requirements	
3	<p>Finish bulk filling</p> <p>This means you:</p> <ul style="list-style-type: none"> <li>(a) Achieve the required output to specification.</li> <li>(b) Finish bulk filling according to specification.</li> <li>(c) Close down the plant and equipment correctly.</li> <li>(d) Deal correctly with any operational loss or gain.</li> <li>(e) Deal correctly with any loss or spillage.</li> <li>(f) Check that records are completed accurately and promptly.</li> </ul>	Evidence of finishing bulk filling in accordance with workplace procedures.	
4	<p>Follow industry regulations and standards</p> <p>This means you:</p> <ul style="list-style-type: none"> <li>(a) Follow health and safety, hygiene and environmental standards or instructions when preparing and carrying out bulk filling.</li> <li>(b) Follow industry regulations when preparing and carrying out bulk filling.</li> </ul>	Evidence of following industry regulations and standards.	

**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		
3		
4		

**Unit XXXX 04 (215)****Carry Out and Finish Bulk Filling in Food Manufacture**

<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	Relevant health and safety, hygiene and environmental standards and instructions and what may happen if they are not followed.	
K2	Relevant industry regulations (eg Customs and Excise) and what may happen if they are not followed.	
K3	How to get information about product, containers and filling equipment and why this is important.	
K4	How to get information about rates of filling and why this is important.	
K5	What to do if you discover faults in products, equipment or containers.	
K6	What to do if there is an interruption to supply.	
K7	What services are required and what may happen if they are not available or out of specification.	
K8	Why it is important to check that containers meet specification.	
K9	Acceptable loss and gain limits and the consequences if these are exceeded.	
K10	Why it is important to deal correctly with any loss or spillage and what may happen if this is not done.	
K11	What actions you can take to correct faults within the limits of your authority.	
K12	Why complete and accurate records are important.	
K13	What needs to be communicated effectively and to which people, and why this is important.	

Notes/Comments
----------------

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