



## Unit XXXX 04 (218)

## Pick Orders and Store for Despatch in Food Manufacture

### Unit Summary

This Unit is about getting the specifications to pick orders, following the documentation correctly to carry out the picking of food and drink products, and storing the products safely and securely ready for despatch or delivery, as directed in the workplace.

You need to work safely and hygienically and be able to identify potential hazards.

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 3

- ◆ Read and understand simple written communication.

#### Numeracy Access 3

- ◆ Apply simple numerical skills in everyday contexts.

#### Problem Solving Access 3

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

***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</p> <p>Check specifications and documentation for picking and storing orders</p> <p>This means you:</p> <p>(a) Collect the specifications and confirm that you have the correct picking documentation and that it includes all the necessary details.</p> <p>(b) Confirm the arrangements for picking of orders within scheduled time for despatch or delivery.</p>	<p>Evidence for checking specifications and documentation for picking and storing orders in accordance with workplace procedures.</p>	
<p>2</p> <p>Prepare to carry out order picking</p> <p>This means you:</p> <p>(a) Identify the correct location, equipment and method for storing food and drink products.</p> <p>(b) Check that the product is in the correct place and carry out a visual inspection.</p> <p>(c) Check that there is enough space to receive the completed order.</p> <p>(d) Report any problems to the appropriate person.</p>	<p>Evidence for preparing to carry out order picking in accordance with workplace procedures.</p>	

		Evidence Requirements (cont)	
3	<p>Pick and store orders correctly</p> <p>This means you:</p> <ul style="list-style-type: none"> <li>(a) Check off items to ensure that the stored order matches specified picking documentation.</li> <li>(c) Position and use storage equipment correctly and check that moving items are immobilised.</li> <li>(c) Report to the appropriate person any difficulties or differences between the order and what was requested on the specifications.</li> </ul>	<p>Evidence of picking and storing orders correctly in accordance with workplace specifications and take effective action in response to two difficulties or discrepancies eg unavailability, malfunction, damage or contamination.</p>	
4	<p>Work safely and hygienically</p> <p>This means you:</p> <ul style="list-style-type: none"> <li>(a) Wear correct personal protective clothing and equipment for handling food and drink products.</li> <li>(b) Identify and report any defects or deficiencies with storage, product and orders, and report these to the relevant people.</li> <li>(c) Check that the work area is kept clean, tidy and free from hazards and obstructions.</li> <li>(d) Follow the health, safety and hygiene requirements consistently when carrying out order picking.</li> </ul>	<p>Evidence of working safely and hygienically in accordance with workplace procedures.</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		
3		
4		

**Unit XXXX 04 (218)**

**Pick Orders and Store for Despatch 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	The hygiene, health and safety requirements and why it is important to follow them.	
K2	Why it is important to avoid contamination and damage and what might happen if this is not done.	
K3	Why it is important to monitor the quality of the products (eg by date codes, damage to the boxes, correct labelling and temperature).	
K4	When wrapping of the products is appropriate and why the completed order has to be wrapped correctly.	
K5	Types of personal protective clothing and equipment and their appropriate use for products of high, medium or low risk.	
K6	The reasons for different locations for picked orders and how to ensure that goods are ready for the next stage of despatch or delivery.	
K7	The categories of products sold by the company you work for.	
K8	How to pick orders against specified picking notes.	
K9	The importance of picking orders correctly and within specified timescales.	
K10	Why it is important to report any problems, errors or mismatches to the appropriate person.	
K11	Types of storage equipment and their use.	
K12	Defects in storage equipment and why it is important to report them immediately.	
K13	The possible consequences of leaving mobile equipment unsecured.	
K15	Why the relevant records must be completed accurately and on time when the order is completed.	
K16	Why staff must be trained before using dangerous machinery.	
K17	Why safety checks must be done before using machinery.	
K18	Why it is important to maintain machinery regularly.	

Notes/Comments

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