



Unit XXXX 04 (219)

Produce Individual Packs by Hand in Food Manufacture

Unit Summary

This Unit is about packing products into a single package or container. You will need to produce packs by hand. It covers preparing to, and carrying out the production of packs by hand and correctly disposing of waste etc.

This Unit is for you if you work in food and drink and your job requires you to carry out packing 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 familiar 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 to produce packs by hand</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Follow health, safety and hygiene standards when preparing to produce packs by hand. (b) Check packing specifications at the right time. (c) Make sure that there is sufficient packing material available and fit for use. (d) Make sure that the product to be packed is available and fit for use. (e) Take effective action in response to operating problems. (f) Maintain effective communication with the relevant people. 	<p>Evidence of preparing to produce packs by hand in accordance with workplace procedures and take effective action in response to operate problems.</p>	
<p>2 Carry out production of packs by hand</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Follow health, safety and hygiene standards when carrying out production of individual packs. (b) Use the correct lifting and handling techniques. (c) Monitor pack quality and quantity and take effective action in response to defects. (d) Achieve the required quality and quantity of output within the specified time. (e) Make sure that there is minimal waste. (f) Maintain effective communication with the relevant people. 	<p>Evidence of carrying out production of packs by hand in accordance with workplace procedures.</p> <p>This must include minimising two types of waste.</p>	

		Evidence Requirements (cont)	
3	<p>Finish production of packs by hand</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Follow health, safety and hygiene standards when finishing production of individual packs. (b) Dispose of surplus consumables correctly. (c) Deal correctly with waste, scrap and non-standard products. (d) Make work area ready for future use after the completion of the process. (e) Maintain effective communication with the relevant people. 	<p>Evidence of finishing production of packs by hand 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

Candidate name:		Assessor initials/date
No	Activity	
1		
2		
3		

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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 and why it is important that you follow them.	
K2	How to obtain information about products, materials and coding.	
K3	How to identify different types of packing materials and products.	
K4	The functions of the main packing materials being used.	
K5	The required manual handling techniques for the packing materials being used.	
K6	What action to take if you discover faults in products, materials, equipment settings and equipment condition.	
K7	Why it is important to have checking procedures and what might happen if checking is not carried out accurately.	
K8	How to establish fitness for use and how to deal with materials and products which are unfit for use.	
K9	Why it is important to communicate effectively and what might happen if this is not done.	
K10	The physical characteristics of products and these characteristics affect packing.	
K11	The expected rate of use of product and materials, and what action to take if the supply of product and materials is interrupted.	
K12	The main types of packing materials and sealing methods.	
K13	What precautions to take to avoid injury when handling packing materials.	
K14	Why it is important to control consumables to match the packing run and what might happen if this is not done.	
K15	How to measure the quantity of product to go into the packs.	
K16	The expected quality, output and wastage standards and what might happen if these are not met.	
K17	Why it is important to have quality standards.	
K18	How to monitor operations and why it is important to do so.	
K19	Why it is important to supply the right materials in the correct quantity and at the right time, and what might happen if this is not done.	
K20	The limits of your own authority and abilities, and why it is important to work within them.	
K21	Why it is important to meet output targets and what might happen if they are not met.	
K22	Why it is important to control consumables to match the packing run and what might happen if this is not done.	
K23	Why it is important to have a shut-down sequence and what might happen if this is not followed.	
K24	What might happen if the correct waste and scrap disposal procedures are not followed.	
K25	What preparations are required for the next phase in the cycle.	
K26	How to prepare the work area for future use.	
K27	Why it is important to communicate effectively and what might happen if this is not done.	
K28	Why it is important to keep accurate records and what might happen if this is not done.	

Notes/Comments

Assessor signature: _____ **Date:** _____