



Unit XXXX 04 (221)

Assemble Different Products to a Pre-determined Pattern in Food Manufacture

Unit Summary

This Unit is about arranging and packing different individual products to a specific layout and then enclosing them in an outer container or material. This includes:

- ◆ checking and maintaining the assembly process
- ◆ taking correct action when operating problems occur
- ◆ continuous monitoring to ensure that the specified layout is maintained
- ◆ complying with legislation and your company's requirements
- ◆ communicating with the necessary people
- ◆ completing the necessary records

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.

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 to assemble products</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Operate to the relevant health, safety and hygiene standards when preparing to assemble products. (b) Check packing specifications at the right time. (c) Set up equipment according to specification. (d) Make sure that sufficient packing material and product is available and fit for use. (e) Take effective action in response to operating products. (f) Maintain effective communication. 	<p>Evidence of preparing to assemble products in accordance with workplace procedures and taking effective action in response to two operating problems.</p>	

		Evidence Requirements (cont)	
2	<p>Carry out assembly of products</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Operate to the relevant health, safety and hygiene standards when carrying out the assembly of products. (b) Make sure that equipment is correctly supplied with materials. (c) Make sure that the presentation and content of the assembled products meet the specification. (d) Monitor pack quality and quantity and take any necessary action to remedy defects. (e) Make sure that the required output is achieved to the correct specification. (f) Make sure that no unnecessary waste is incurred. (g) Correctly dispose of materials and packs which do not meet specification. (h) Maintain effective communication. 	<p>Evidence of carrying out the assembly of products in accordance with workplace procedures.</p> <p>This must include minimising two types of waste.</p>	
3	<p>Finish assembly of products</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Operate to the relevant health, safety and hygiene standards when finishing the assembly of products. (b) Dispose of surplus consumables correctly. (c) Discharge packs correctly to the right place. (d) Deal correctly with waste, scrap and non-standard products. (e) Stop the packaging run at the right time. (f) Make equipment ready for future use after the completion of the process. (g) Maintain effective communication. (h) Complete all records accurately and promptly. 	<p>Evidence of finishing assembly of products 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		

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	What the relevant health, safety and hygiene standards are when to assembling products and why it is important that you operate to them.	
K2	How to obtain information about product, material and coding.	
K3	How to identify different types of packing materials and product.	
K4	What the functions are of the main packing materials being used.	
K5	What the required manual handling techniques are for the packing materials being used.	
K6	What action to take if you discover faults in products, materials, equipment settings and equipment condition.	
K7	What the functions of equipment in the packing line are and how they affect one another.	
K8	Why it is important to have checking procedures and what might happen if checking is not carried out accurately.	
K9	How to establish fitness for use and how to deal with materials and products which are unfit for use.	
K10	What the physical characteristics of products are and how these characteristics affect packing.	
K11	What the expected rate of use is of product and materials, and what action to take if the supply of product and materials is interrupted.	
K12	What the main types of packing materials and sealing methods are.	
K13	What precautions to take to avoid injury when handling packing materials.	
K14	What the expected quality, output and wastage standards are and what might happen if these are not met.	
K15	Why it is important to have quality standards.	
K16	How to monitor operations and why it is important to do so.	
K17	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.	
K18	What might happen if the correct waste and scrap disposal procedures are not followed.	
K19	Why it is important to stop the packaging run at the right time.	
K20	How to make equipment ready for future use.	
K21	Why it is important to keep accurate records and what might happen if this is not done.	
K22	Why it is important to communicate effectively and what might happen if this is not done.	
K23	What the limits of your own authority and competence are and why you should work within them.	

Notes/Comments

Assessor signature: _____ **Date:** _____