



Unit XXXX 04 (223)

Load Consignments for Despatch in Food Manufacture

Unit Summary

This Unit is about loading consignments for despatch, as directed in the workplace.

You need to safely handle the goods, transit and loading equipment and identify the hazards involved in their use. You also need to follow the health, safety and hygiene regulations.

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 consignment and equipment</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Check that the consignment matches the documentation and instructions before they are loaded onto the vehicle. (c) Identify and report any defects, damage, mismatches or errors in equipment and consignments. (d) Take action within the limits of your authority to correct any defects, damage, mismatches or errors, and report to the relevant person immediately. 	<p>Evidence of checking consignment and equipment in accordance with workplace procedures and taking effective action in response to two operating problems.</p>	
<p>2</p> <p>Load consignment</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Load consignments safely and securely both on your own and with others. (b) Make sure that the load is distributed and secured to avoid damage. (c) Make sure that the load is arranged in a well-balanced, secured way and that there is enough room to unload easily and safely. (d) Make sure that mixed consignments are loaded in a way that avoids contamination. 	<p>Evidence of loading consignment in accordance with workplace procedures.</p>	

		Evidence Requirements (cont)	
3	<p>Work safely</p> <p>This means you:</p> <p>(a) Clarify individual responsibilities when working with others to load consignments and protect others from avoidable risks during loading.</p> <p>(b) Follow health, safety and hygiene requirements when loading products.</p>	<p>Evidence of working safely in accordance with workplace procedures.</p> <p>This must include dealing with two types of obstructions or hazards (eg environmental, structural, human).</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		

Unit XXXX 04 (223)

Load Consignments for Despatch in Food Manufacture

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	The relevant health and safety, hygiene and environmental requirements and why it is important to follow them.	
K2	The relevant industry regulations (eg Customs and Excise) and why it is important to follow them.	
K3	Why it is important to identify and avoid contamination and damage and what might happen if this is not done.	
K4	Temperature controls and other food safety controls for the handling of food and drink products during the loading process.	
K5	Why it is important to complete preparation work to meet delivery schedules.	
K6	Why accurate and complete documentation is important and what might happen if it is incorrect.	
K7	Why it is important to understand and follow relevant documentation and instructions.	
K8	How to identify problems that may arise in the consignment and what actions you can take.	
K9	The communications structures and procedures within your organisation.	
K10	Why and what is important to communicate effectively and what may happen if this is not done.	
K11	The nature and characteristics of goods and materials being loaded.	
K12	What checks need to be made on the consignments before and during loading.	
K13	How to use packing and storing equipment ready for loading.	
K14	How to prepare a work area for loading and why it is important to follow good housekeeping practices.	
K15	Types of loading equipment and their use.	
K16	Types of handling equipment required and their use.	
K17	What checks need to be made on vehicles and equipment before loading.	
K18	How to identify problems in loading equipment and why it is important to report them immediately.	
K19	Why it is important to secure vehicles and mobile equipment before loading and the possible consequences of not doing so.	
K20	Safe manual handling and lifting techniques and why they are important.	
K21	How to decide which loading methods are suitable for different types of consignments and loading conditions.	
K22	Why it is important to load consignments securely and prevent contamination.	
K23	Why it is important to load consignments in a way that makes it easy to unload safely.	

Notes/Comments

Assessor signature: _____ **Date:** _____