



## Unit XXXX 04 (234)

## Maintain Reception and Holding Areas for Livestock in Food Manufacture

### Unit Summary

This Unit is about maintaining reception and holding areas for livestock. It covers preparing and identifying areas requiring maintenance, cleaning and maintaining the area and working safely and hygienically.

This Unit is for you if you work in meat and/or poultry processing operations and your role requires you to maintain reception and holding areas for livestock.

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

- ◆ 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.
1	Prepare and identify areas requiring maintenance  This means you:  (a) Select tools and materials for cleaning and check that they are working correctly. (b) Report non-conforming tools and materials to the relevant person. (c) Inform the relevant person where remedial need exceeds the limits of your authority.	Evidence of preparing and identifying areas requiring maintenance in accordance with workplace procedures.	
2	Clean and maintain reception area  This means you:  (a) Follow cleaning schedules to clean the reception area. (b) Re-position fixtures and fittings and take remedial action within the limits of your authority. (c) Inspect fixtures and fittings for operational fitness and make an accurate report to the relevant person. (d) Identify damaged and faulty fixtures and fittings and take remedial action within the limits of your authority.	Evidence of cleaning and maintaining reception area in accordance with workplace procedures.	
3	Work safely and hygienically  This means you:  (a) Maintain the safety, security and welfare of livestock. (b) Follow safe and hygienic working practices.	Evidence of working safely and hygienically in accordance with workplace procedures.	

**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

**Unit XXXX 04 (234)**

**Maintain Reception and Holding Areas for  
Livestock in Food Manufacture**

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

<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	How to re-position fixtures and fittings after cleaning.	
K2	How to carry out cleaning.	
K3	What cleaning tools and materials to use.	
K4	How to identify non-conforming tools.	
K5	How to select the correct tools for the task.	
K6	Why it is important to carry out maintenance work and the problems which occur if this is not done.	
K7	What problems occur if fixtures and fittings are not repositioned after cleaning.	
K8	Who to report problems to which exceed limits of own authority.	
K9	How to look after the safety, security and welfare of livestock and why this is important.	
K10	Why it is important to inspect the feed facilities.	

Notes/Comments

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