



Unit F2JY 04 (261)

Control Bottling and Packing in Food Manufacture

Unit Summary

This Unit is about controlling bottling and packing processes in food and drink manufacturing. It details the skills required to start up, run and shut down equipment, as well as being able to take the appropriate action should operating problems occur. It is also about working to product specifications and production schedules.

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:

Numeracy Access 3

- ◆ Apply simple numerical skills in everyday contexts.

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 for bottling and packing</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Prepare according to the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions. (b) Check product specifications at the right time. (c) Set up equipment according to specification. (d) Make sure that bottling and packing materials and product are available and fit for use. (e) Make sure that services meet requirements. (f) Start up the plant correctly and check that it is running to specification. (g) Take effective action in response to operating problems. (h) Maintain effective communication. 	<p>Evidence of preparing for bottling and packing in accordance with workplace procedures.</p>	

		Evidence Requirements (cont)	
2	<p>Carry out bottling and packing</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Carry out according to the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions. (b) Use equipment correctly and make sure that it is correctly supplied with materials and services. (c) Achieve the required output to the correct specification. (d) Make sure the product is correctly transferred to the next stage in the manufacturing operation. (e) Take effective action in response to operating problems within the limits of your responsibility. (f) Maintain effective communication. 	Evidence of carrying out bottling and packing in accordance with workplace procedures and taking effective action in response to two operating problems.	
3	<p>Finish bottling and packing</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Finish according to the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions. (b) Check the specifications to time shut down accurately. (c) Follow procedures to shut down equipment correctly. (d) Deal correctly with items that can be recycled or re-worked. (e) Return surplus materials and consumables to the correct place at the end of the production run. (f) Dispose of waste correctly. (g) Make equipment ready for future use after completion of the process. (h) Maintain effective communication. (i) Accurately complete all records. 	Evidence of finishing for bottling and packing 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

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 legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions are and what may happen if they are not followed.	
K2	The purpose and importance of the process.	
K3	What equipment and tools to use and their correct condition.	
K4	What materials to use and in what quantity.	
K5	How to obtain and interpret the relevant process or ingredient specification.	
K6	What recording, reporting and communication is needed and how to carry this out correctly and the reasons why it is important to do so.	
K7	What action to take when the process specification is not met.	
K8	How to carry out the necessary pre start checks and why it is important to do so.	
K9	How to follow the start up procedures for the process and why it is important to do so.	
K10	How to obtain the necessary resources for the process.	
K11	How to follow work instructions and why it is important to do so.	
K12	Common sources of contamination during processing, how to avoid these and what might happen if this is not done.	
K13	How to operate, regulate and shut down the relevant equipment.	
K14	When it is necessary to seek assistance and how to seek it.	
K15	How to follow the relevant process control procedures and why it is important to do so.	
K16	Different ways to carry out the process.	
K17	How to carry out the process in an efficient manner and why it is important to do so.	
K18	What the limits of your own authority and competence are and why it is important to work within them.	
K19	How to deal with items that can be recycled or reworked.	
K20	How to dispose of waste correctly and why it is important to do so.	
K21	How to make equipment ready for future use.	

Notes/Comments

Assessor signature: _____

Date: _____