



Unit F2K3 04 (274)

Control Effluent Treatment Operations in Food Manufacture

Unit Summary

This Unit is about operations integral to preparing materials for effluent treatment, controlling the process and shutting down the plant. It covers preparing equipment and materials, monitoring and controlling operations and completing and shutting down the process.

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.
- ◆ Produce simple written communication.

Problem Solving Intermediate 1

- ◆ Analyse a straightforward situation or issue.
- ◆ Plan, organise and complete a straightforward task.
- ◆ Review and evaluate a straightforward problem solving activity.

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 equipment and materials</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Prepare according to legal and regulatory requirements, organisational health and safety, hygiene and environmental standards or instructions. (b) Confirm that any required documentation is correct and equipment and materials are ready for use. (c) Ensure that the relevant emergency equipment is ready for use, and appropriate personal protective equipment is worn and used correctly. (d) Confirm that the treatment areas are clean and prepared for safe processing. (e) Deal with operating problems promptly or report them to the appropriate person. (f) Maintain effective communication throughout the process. 	<p>Evidence of preparing equipment and materials in accordance with workplace procedures.</p>	
<p>2 Monitor and control operations</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Monitor and control according to legal and regulatory requirements, organisational health and safety, hygiene and environmental standards or instructions. (b) Follow treatment procedures as specified. (c) Adjust process variations promptly to maintain treatment within specification. 	<p>Evidence of monitoring and controlling operations in accordance with workplace procedures.</p>	

		Evidence Requirements (cont)	
2 (cont)	(d) If required, sample the process as specified in operating procedures. (e) Confirm that treated effluent and any other products of the process meet specification.		
3	Complete and shut down operations This means you: (a) Complete and shut down according to legal and regulatory requirements, organisational health and safety, hygiene and environmental standards or instructions. (b) Shut down services according to operating procedures. (c) Identify treated effluent that is out of specification and report it to the appropriate person. (d) Deal with outcomes of the treatment process in accordance with operating procedures. (e) Ensure that all records are complete.	Evidence of completing and shutting down operations in accordance with workplace procedures and take effective action in response to operating problems.	

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	The legal or regulatory requirements, the organisation health and safety, hygiene and environmental standards or instructions.	
K2	Nature and hazards of effluent and treatment materials and precautions to be used in handling them.	
K3	How to confirm agreement between any required documentation and effluent materials.	
K4	Personal protective equipment appropriate to the hazards and its use.	
K5	Procedures for checking and making ready process equipment.	
K6	The detail of the process and function of equipment used.	
K7	How to use the process equipment safely.	
K8	The availability, working order and how to use safety equipment.	
K9	Emergency equipment associated with the process and how to use it.	
K10	Safe working practices.	
K11	Procedures for handling effluent and treatment materials.	
K12	Interpretation of process documentation.	
K13	Nature and identification of situations which might interfere with processing and corrective action to be taken.	
K14	Good housekeeping practices and standards.	
K15	The consents and authorisations which apply to the operation and what may happen if these are not adhered to.	
K16	Why and what it is important to communicate effectively and what may happen if this is not done.	
K17	The detail of the process and methods of monitoring.	
K18	Symptoms of out of specification processing.	
K19	Methods of process adjustment to meet specification range.	
K20	Limits of corrective action than can be taken within your own authority.	
K21	People to inform of circumstances outside your authority to correct.	
K22	Interpretation of any necessary sampling results.	
K23	Nature and hazards of effluents and treatment materials and precautions to be used in handling them.	
K24	Sampling procedures and treatment of samples taken, if required.	
K25	Procedures for dealing with spillage.	
K26	Process operating procedures.	
K27	Documentation, if appropriate, and record-keeping.	
K28	The identification of out of specification effluent.	
K29	Procedures for dealing with effluent, out of specification effluent, any other products of the treatment process, and residual treatment materials from the work area.	

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You need to know and understand (cont)		Evidence
K30	Nature and hazards of effluent, out of specification effluent, any other products or treatment, and treatment materials.	
K31	Procedures for normal or maintenance shutdown.	
K32	Communication of instructions and information to others.	
K33	The implications of relevant legislation and the waste management licence on treatment process operations.	

Notes/Comments

Assessor signature: _____ **Date:** _____