



Unit F2PL 04 (548)

Organise the Receipt and Storage of Goods in Food Manufacture

Unit Summary

This Unit is about three areas of responsibility concerning the receipt and storage of goods and materials in food and drink manufacturing. Firstly, it is about using organising skills to ensure that incoming goods are checked and handled effectively. Secondly, it concerns organising the storage facilities and keeping reliable stock records. The third area of responsibility involves monitoring the quality of goods, the way in which goods are moved and stored and being able to evaluate different ways of doing things so that profitable changes can be made.

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.

Numeracy Intermediate 2

- ◆ Apply a wide range of numerical skills in everyday and generalised contexts.

Working With Others Intermediate 2

- ◆ Work with others in a group to analyse, plan and complete an activity.

Problem Solving Intermediate 2

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

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Food Manufacture**

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 Monitor and assess incoming deliveries against requirements</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Assemble enough able staff and brief them adequately before deliveries are received. (b) Ensure that the goods receiving area is prepared and that adequate storage space is prepared for the delivery. (c) Check that deliveries are unloaded safely and securely. (d) Ensure that goods are promptly checked against requirements. (e) Ensure that documentation is complete and accurate and processed promptly. (f) Check delivery records to see whether your organisation's service requirements have been met by individual suppliers. (g) Identify discrepancies and delivery problems accurately, and resolve them promptly. 	<p>Evidence monitoring and assessing incoming deliveries against requirements in accordance with workplace procedures.</p>	

You must be able to	Evidence Requirements (cont)	Evidence/ Activity Ref No.
<p>2 Organise and maintain storage facilities</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Organise storage facilities to take account of operational needs, safety requirements and the preservation of the condition of goods. (b) Provide staff with accurate, up-to-date information and appropriate training in the operation of the storage system. (c) Allocate and clearly explain roles and responsibilities in storing and moving goods. (d) Develop and update contingency plans to cope with abnormal situations. (e) Check regularly that people are storing and moving goods competently, safely and securely. (f) Keep complete, accurate and up-to-date stock records that can be accessed by everyone who needs them. 	<p>Evidence of organising and maintaining storage facilities in accordance with workplace procedures.</p> <p>This means you must plan for two abnormal situations eg seasonal goods, weather conditions, fluctuations in the level of demand and power cuts.</p>	
<p>3 Monitor and maintain stock movement and storage practice</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Maintain a routing for checking stock and storage, and carry out spot checks at appropriate intervals. (b) Ensure that out of date stock at risk of deteriorating is identified promptly, and that prompt remedial action is taken which meets both organisational and legal requirements. (c) Monitor the storage and movement of stock, to check that your organisation's requirements are being met. 	<p>Evidence of monitoring and maintaining stock movement and storage practice 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

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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	How to prepare for the receipt and handling of different types of goods.	
K2	Procedures for receiving goods, including dealing with discrepancies and late deliveries.	
K3	Staff involved in or affected by a delivery schedule and the information they need to be able to receive goods efficiently.	
K4	Your business' criteria for accepting goods.	
K5	Why it is important to check incoming goods against requirements promptly after uploading.	
K6	Recording and control systems including procedures for checking goods received.	
K7	Safety and security procedures for receiving goods and materials.	
K8	How to assess the storage needs for goods on order.	
K9	How to protect goods from deterioration and damage in a variety of circumstances.	
K10	How to determine appropriate storage layout and solve storage problems efficiently, safely and securely.	
K11	How to run the stock recording and controlling systems efficiently and accurately.	
K12	Legal requirements for storing goods and materials in food manufacture.	
K13	When and who to check stock and storage, including both routine and spot checks.	
K14	Legal and organisational requirements for removing out of date stock.	
K15	Your organisation's requirements for storing and moving stock, and how to monitor that these requirements are being met.	
K16	How to evaluate the profitability of ideas for improving the procedures for moving and storing stock.	
K17	The causes of stock deterioration and damage and how these affect products.	
K18	Your business' requirements and quality standards for storage.	
K19	What information colleagues require to be able to operate the storage system effectively.	
K20	Company policy and procedures relating to goods susceptible to damage or deterioration.	
K21	Your business' systems and procedures for moving and storing goods and materials.	

Notes/Comments

Assessor signature: _____

Date: _____