



Unit F2NP 04 (552)

Set Up and Maintain Picking and Packing Orders in Food Manufacture

Unit Summary

This Unit is about co-ordinating the effective and efficient picking and packing of food and drink orders. It covers defining systems and procedures to process orders, agreeing and confirming standards and ensuring the correct orders are packed and ready for despatch.

This Unit is for you if you work in food and drink manufacturing operations and you have responsibilities for organising the picking and packing of food and drink products. You may be a team leader, line manager or supervisor.

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.

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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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	<p>Co-ordinate and control the processing of orders</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Define the systems and procedures to process orders. (b) Instruct the relevant person(s) how to process the orders. (c) Process the required documentation completely, accurately and clearly. (d) Provide documentation in a way that is suitable for the needs of the relevant person(s). (e) Identify and correct problems and errors in the processing of orders. (f) Review the order of processing systems and procedures and modify/improve them, where required. 	<p>Evidence of co-ordinating and controlling the processing of orders in accordance with workplace procedures.</p>	
2	<p>Set up the conditions for picking and packing of orders</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Agree and confirm standards and targets for picking and packing of orders to meet customer requirements. (b) Provide sufficient and relevant supervision and support to enable your team to meet specified targets and standards and minimise risk. 	<p>Evidence of setting up the conditions for picking and packing of orders in accordance with workplace procedures.</p>	

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You must be able to		Evidence Requirements (cont)	Evidence/ Activity Ref No.
2 (cont)	(c) Allocate resources to ensure that standards and targets are met. (d) Allocate and instruct relevant person(s) to pack specific orders.		
3	Maintain the effectiveness and efficiency of the picking and packing process This means you: (a) Ensure that the correct orders are packed and ready for despatch at the right time. (b) Identify and sort out problems and discrepancies in the packing of orders. (c) Measure work outputs and achievements against targets in order to identify potential improvements to the picking and packing process. (d) Ensure that all records and documentation are accurate, complete and available for the next stage of the distribution process.	Evidence of maintaining the effectiveness and efficiency of the picking and packing process 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

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

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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	Key features of legal and operational requirements.	
K2	How to define systems and procedures.	
K3	Why it is important to have defined systems and procedures.	
K4	Why it is important to set up and maintain conditions for picking and packing of orders.	
K5	How to deal with non-compliance and variation to conditions.	
K6	Why it is important to meet targets for picking and packing processes.	
K7	How to review and modify the order processing systems and procedures.	
K8	Potential risks and hazards in the workplace.	
K9	How to allocate resources to meet objectives.	
K10	How to allocate work and instruct others.	
K11	Ways to maintain product quality in the order packing process.	
K12	Why it is important to check packed orders against the original order.	
K13	Implications of poor quality products and incorrectly packed orders.	
K14	Why orders need to be ready for despatch at a specific time.	
K15	Why you need to consider the needs of others when deciding the format of documentation.	

Notes/Comments

Assessor signature: _____**Date:** _____