



Unit F2NT 04 (553)

Monitor Effectiveness of Picking and Packing Operations 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 monitoring the picking and packing processes and controlling risk to health and safety

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 Intermediate 2

- ◆ Produce well-structured written communication.

Numeracy Access 3

- ◆ Apply simple numerical skills in everyday contexts.

Problem Solving Intermediate 2

- ◆ Analyse a situation or issue.
- ◆ Plan, organise and complete a task.
- ◆ Review and evaluate a 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: _____

<p>You must be able to</p>	<p>Evidence Requirements</p> <p>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.</p> <p>Your evidence must be work-based, simulation alone is only allowed where shown in <i>bold italics</i></p>	<p>Evidence/Activity Ref No.</p>
<p>1</p> <p>Monitor the picking and packing processes</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Monitor progress against targets for preparation of orders for distribution. (b) Check that the quality of the products is maintained. (c) Adapt allocation of work activities to meet changing priorities and targets. (d) Report factors influencing effectiveness which are outside your own area of responsibility to the relevant people. (e) Make recommendations to improve the picking and packing process to relevant people. 	<p>Evidence of monitoring the picking and packing processes in accordance with workplace procedures.</p>	
<p>2</p> <p>Control risk to health and safety in the workplace</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Control risk to health and safety during picking and packing process, ensuring compliance with relevant legal and standard operational requirements. (b) Monitor correct and safe use of all tools and equipment to minimise risk. (c) Identify promptly and take corrective action regarding potential and actual hazards in the workplace. 	<p>Evidence of controlling risk to health and safety in the workplace.</p> <p>This means you must control two types of risk eg physical danger to persons, equipment malfunction/damage, material damage, product contamination, incorrect waste disposal, and incorrect storage.</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		

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: _____