



## Unit F2NX 04 (569)

## Shut Down Multi-Stage Operations in Food Manufacture

### Unit Summary

This Unit is about the important activities of starting up and shutting down multi-stage manufacturing operations in the production, processing and packaging of food and drink products. Complying with health and safety and environmental requirements and the ability to recognise potential improvements to start up and shut down procedures are essential features of this Unit.

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

- ◆ Produce simple written communication.

#### 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:** \_\_\_\_\_

You must be able to	Evidence Requirements	Evidence/ Activity Ref No.
<p>1 Prepare to shut down multi-stage operations</p> <p>This means you:</p> <ul style="list-style-type: none"> <li>(a) Monitor and adhere to hygiene, health and safety and environmental procedures.</li> <li>(b) Maintain effective spoken and written communication with your managers and colleagues.</li> <li>(c) Ensure that plant shut down times and durations optimise efficiency.</li> <li>(d) Make sure that when plant is shut down and the time it takes support efficiency.</li> </ul>	<p>Evidence of preparing to shut down multi-stage operations in accordance with workplace procedures.</p>	
<p>2 Shut down multi-stage operations</p> <p>This means you:</p> <ul style="list-style-type: none"> <li>(a) Shut down designated plant, equipment and associated services in accordance with procedures.</li> <li>(b) Deal with residual materials in a manner which optimises their future use.</li> <li>(c) Ensure that plant and equipment are safe, secure and fit for purpose so that operations can continue when necessary.</li> <li>(d) Evaluate shut down procedures for effectiveness, seek areas for improvement and make any recommendations for improvements to the relevant people.</li> <li>(e) Complete the necessary documentation accurately and legibly and process it correctly.</li> </ul>	<p>Evidence of shutting down multi-stage operations 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

<b>Candidate name:</b>		<b>Assessor initials/date</b>
<b>No</b>	<b>Activity</b>	
1		
2		

<b>You need to know and understand</b>		<b>Evidence</b>
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 standards of health and safety and hygiene that you are required to work to are and why it is important that you do so.	
K2	What the limits of your own authority and competence are and why it is important to work within them.	
K3	What the lines and methods of effective communication are and why it is important to use them.	
K4	What the documentation requirements are and why it is important to meet them.	
K5	What the correct procedures for dealing with residual materials are and why it is important to follow them.	
K6	What happens after shut down and the ways in which this influences actions.	
K7	What the correct procedures for shut down are and why it is important to follow them.	

Notes/Comments

**Assessor signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_