



Unit F2MM 04 (729)

Manage Commissioning and Handover of Plant and Equipment in Food Manufacture

Unit Summary

This Unit is about commissioning manufacturing process, plant and equipment in food and drink manufacturing operations. This also applies to instrumentation, hardware/software, services and utilities. This can apply to the commissioning of an entirely new process, although it is more likely to apply to the modification or addition to existing plant.

You need to establish a commissioning team and obtain approval for commissioning activities. You need to carry out the commissioning safely and systematically, monitor progress and deal with any problems arising. You need to define the scope and programme of handovers and ensure that duplication of responsibilities is avoided. You need to ensure that outstanding work is clearly defined and confirm that the plant operates to agreed objectives.

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 Higher

- ◆ Produce and respond to oral communication on a complex topic.

Working With Others Higher

- ◆ Work with others in a group to analyse, plan and complete a complex 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 Plan for commissioning of plant activities</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Establish a commissioning team involving all appropriate parties and agree the brief. (b) Accurately identify the training needs of all staff. (c) Obtain approval for the commissioning activities in accordance with existing procedures. (d) Agree the timescales for the commissioning activities in accordance with existing procedure. (e) Agree the timescales for the commissioning activities with the relevant people. | <p>Evidence of planning for commissioning of plant activities in accordance with workplace procedures.</p> | |
| <p>2 Manage commissioning plant</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Make certain that the commissioning is carried out safely and systematically. (b) Monitor progress and deal with problems arising safely and promptly. (c) Identify conditions which impact upon health, safety, hygiene and the environment. (d) Give priority to responding to those conditions which impact upon health, safety, hygiene and the environment. | <p>Evidence of managing commissioning plant in accordance with workplace procedures and taking effective action in response to two operating problems.</p> | |

| | | Evidence Requirements (cont) | |
|---|--|--|--|
| 3 | <p>Manage the handover of plant</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Make sure you have competent staff to operate and maintain the plant prior to the handover. (b) Accurately define the scope and programme of the handover and agree this with the relevant people. (c) Make certain that the handover avoids gaps and duplication of responsibilities. (d) Accurately and clearly define any additional work and agree the means of carrying it out with the relevant people. (e) Ensure the operation of the plant meets the agreed objectives and that you confirmed this with the relevant people. | <p>Evidence of managing the handover of plant 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

| 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 types of corrective action to take in response to deviations from the plan. | |
| K2 | The relevant legal requirements regarding health, safety and hygiene and the effect of commissioning on these. | |
| K3 | The relevant legal requirements regarding product quality. | |
| K4 | The relevant legal requirements regarding the impact of resource usage on the environment, and how to comply with them. | |
| K5 | Why effective training is essential throughout the commissioning process. | |
| K6 | The importance of prioritising training needs. | |
| K7 | The methods for achieving an effective handover. | |
| K8 | The importance of communicating commissioning outcomes and the methods to effect this communication. | |
| K9 | The importance of responding positively to the need for modifications. | |
| K10 | The methods of monitoring to ensure consistency and quality of products and services. | |
| K11 | The importance of accurate data and how this should be compiled. | |
| K12 | The importance of keeping clear and complete records. | |
| K13 | Why effective planning is essential throughout the commissioning process, and the importance of prioritising work. | |
| K14 | What the organisational requirements are regarding health, safety and hygiene and the effects of commissioning on these. | |
| K15 | What the organisational requirements are regarding product quality. | |
| K16 | What the organisational requirements are regarding the impact of resource usage on the environment, and how to comply with them. | |
| K17 | What the standard formats for specifications are and how to comply with them. | |
| K18 | How to identify the skills required for the commissioning team. | |
| K19 | How to present plans to the team in a way which will positively influence the decision making of team members. | |
| K20 | How to set planned objectives for the team which are specific, measurable and achievable. | |

Notes/Comments

Assessor signature: _____ **Date:** _____