



Unit F2KN 04 (260)

Control Wrapping and Labelling in Food Manufacture

Unit Summary

This Unit is about controlling wrapping and labelling machinery to wrap a variety of food and drink products. It details the skills required to start up, run and shut down equipment, as well as being able to take the appropriate action should operating problems occur. It is also about working to product specifications and production schedules.

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:

Problem Solving Access 3

- ◆ Analyse a simple situation or issue.
- ◆ Plan, organise and complete a simple task.

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	Prepare for wrapping and labelling This means you: (a) Operate to the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions when preparing for wrapping and labelling. (b) Check the availability of products for wrapping and labelling. (c) Set up machinery according to specifications. (d) Start up machinery to specifications and check that it is working correctly. (e) Communicate with others effectively. (f) Deal with problems effectively to maintain schedules.	Evidence of preparing for wrapping and labelling in accordance with workplace procedures.	
2	Carry out wrapping and labelling This means you: (a) Meet the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions when carrying out wrapping and labelling. (b) Control the infeed of products for flow wrapping to specifications. (c) Control the progress of products during wrapping and labelling to specifications.	Evidence of carrying out wrapping and labelling in accordance with workplace procedures and taking effective action in response to two operating problems.	

		Evidence Requirements (cont)	
2 (cont)	<ul style="list-style-type: none"> (d) Correctly deal with substandard or contaminated products. (e) Take effective action in response to operating problems within the limits of your authority. (f) Correctly control transfer of wrapped products to the next processing stage. 		
3	<p>Finish wrapping and labelling</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Meet the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions when finishing wrapping and labelling. (b) Follow procedures to shut down the machinery correctly. (c) Remove and dispose of waste and by-products correctly. (d) Check and ensure that machinery is ready for further use. (e) Communicate with others effectively and complete all records and reports. 	Evidence of finishing wrapping and labelling 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

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	What the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions are and what may happen if they are not followed.	
K2	The purpose and importance of the process.	
K3	What equipment and tools to use and their correct condition.	
K4	What materials to use and in what quantity.	
K5	How to obtain and interpret the relevant process or ingredient specification.	
K6	What recording, reporting and communication is needed and how to carry this out correctly and the reasons why it is important to do so.	
K7	What action to take when the process specification is not met.	
K8	How to carry out the necessary pre start checks and why it is important to do so.	
K9	How to follow the start up procedures for the process and why it is important to do so.	
K10	How to obtain the necessary resources for the process.	
K11	How to follow work instructions and why it is important to do so.	
K12	Common sources of contamination during processing, how to avoid these and what might happen if this is not done.	
K13	How to operate, regulate and shut down the relevant equipment.	
K14	When it is necessary to seek assistance and how to seek it.	
K15	How to follow the relevant process control procedures and why it is important to do so.	
K16	Different ways to carry out the process.	
K17	How to carry out the process in an efficient manner and why it is important to do so.	
K18	What the limits of your own authority and competence are and why it is important to work within them.	
K19	How to deal with items that can be recycled and reworked.	
K20	How to dispose of waste correctly and why it is important to do so.	
K21	How to make equipment ready for future use.	

Notes/Comments

Assessor signature: _____

Date: _____