

Overview

This standard is about the skills needed for you to pack orders for dispatch in a packing environment. Correctly packing orders for dispatch is important following packing specifications. It is also important to identify potential hazards, following safety and hygiene requirements. It is therefore important to the production of a safer packed product.

You will need to be able to pack orders to specification.

This standard is for you if you work in a packing environment and are involved in packing orders of products in readiness for dispatch.

During this work you must take account of the relevant worksite operational requirements, procedures and safe working practices AS THEY APPLY TO YOU.

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Pack orders for dispatch

Performance criteria

- You must be able to:*
- P1 follow the health, safety and hygiene requirements consistently
 - P2 identify the correct order documentation, packing location, equipment and materials and method for storing packed goods
 - P3 identify and report any damage to or problems with packing or storage equipment to the appropriate person
 - P4 position packed orders correctly and check that moving items are immobilised
 - P5 check that your packed order matches quality and quantity specifications

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Knowledge and understanding

You need to know and understand:

- K1 the hygiene, health and safety requirements and why it is important to follow them
- K2 why it is important to avoid contamination and damage and what might happen if this is not done
- K3 types of personal protective clothing and equipment for packing activity and their appropriate use
- K4 how to work from verbal and written instructions
- K5 types of packing equipment and materials and how to use them
- K6 methods of packing orders to specified quality and quantity
- K7 defects in packing equipment and why it is important to report them immediately
- K8 consequences of leaving mobile equipment unsecured
- K9 why it is important to pack within the required timescales for dispatch
- K10 potential hazards relating to work areas for packing food and drink products

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