

Overview

To perform competently, you will need to show that you can operate in a range of conditions. You will need to demonstrate therefore that you can deal effectively with the following:

- 1 end a multi-stage hand packing operation
- 2 documentation relating to packing instructions and packing records
- 3 procedures relating to legal requirements and quality standards
- 4 problems associated with documentation and packs, and incorrect information and counts
- 5 reconciliations when achieved within limits and outside limits
- 6 bulk products and packing components

This unit deals with the following:

- 1 end packing
- 2 prepare packs, materials and waste disposal
- 3 reconcile specific materials
- 4 ensure clearance of packing area

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End hand packing operations

Performance criteria

You must be able to:

- P1 carry out preparations to end packing according to the packing/filling request
- P2 achieve the end point according to specified procedures
- P3 correctly prepare final packed product/s for removal according to packing/filling request
- P4 correctly prepare excess materials for removal
- P5 handle waste materials according to the specified procedures
- P6 quantify accurately the total amounts of packs and excess materials
- P7 complete the reconciliation correctly
- P8 ensure that any equipment is in a safe condition for area clearance
- P9 locate and remove from the area any unwanted residual materials according to the specified procedures
- P10 transfer to storage or dispose of packs, excess materials and waste according to the specified procedures
- P11 clear the area according to the specified procedures
- P12 follow procedures effectively at all times
- P13 identify and deal with problems correctly, reporting those that you cannot solve and/ or are not your responsibility to the appropriate person
- P14 wear PPE when appropriate
- P15 complete documentation accurately and legibly with the specified information at the correct time
- P16 work safely at all times

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Knowledge and understanding

You need to know and understand:

- K1 the timescale for the completion of the order or batch
- K2 the procedures for ending packing operations and the time needed to do so
- K3 the quantities required
- K4 how to switch off/clear equipment
- K5 how to understand packing requests
- K6 the total number of packed product/s that should be removed, and how to identify them
- K7 methods of stacking packed product/s
- K8 how to collate and label excess materials for return
- K9 how to check all areas for excess materials
- K10 the procedures for collating, quantifying, labelling waste material
- K11 what needs to be recorded , and how
- K12 the techniques for the safe handling of hazards
- K13 which materials should be reconciled
- K14 the result of the calculation
- K15 what the reconciliation procedures are
- K16 how to make the required calculations
- K17 when and to whom to refer results outside the specified limits
- K18 when and how to wear PPE
- K19 what constitutes a safe condition
- K20 which services to shut down and how to do it
- K21 how to identify what should be removed and why
- K22 how to remove packs and excess materials
- K23 the correct method for removing waste for disposal
- K24 how to transfer to storage
- K25 how to dispose of unwanted materials and waste
- K26 the requirements for the line after clearance has been completed
- K27 procedures for reporting problems and methods for dealing with problems
- K28 which documents are to be completed and when
- K29 what information is needed
- K30 where to obtain the documents and to whom they should be given
- K31 security procedures for dealing with documents and materials

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- K32 procedures for operating equipment
- K33 acceptable time limits for completion and priority order tasks
- K34 what your personal responsibilities are with regard to health and safety
- K35 the prescribed manner for making alterations
- K36 expected standards of hygiene and code of dress
- K37 expected standards of tidiness and cleanliness

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Additional Information

Glossary

Materials

To include solids, liquids and gases

Packing/filling request

The set of instructions which describe the work to be carried out. To include the packing order, work order, batch card and/or, recipe. Small scale or bulk. Including all relevant data on:

- 1 equipment
- 2 product
- 3 packaging
- 4 weights
- 5 fills
- 6 packing densities
- 7 machine settings

Equipment

This may include tables, measurement scales, cutting tools, sealing equipment, labeling equipment.

PPE to be specified, when necessary

Problems

These can relate to either equipment, materials, records or specifications. The person carrying out this work would be expected to resolve any equipment problem for which maintenance engineers are not required. Where a problem does require a maintenance engineer, the person would be expected to report the problem to a more senior person

Documentation

May include records, specifications, and any other relevant documentation

Waste

Including ways of minimising waste in the process, and acceptable re-cycling within the operation

PPE

Personal protective equipment to be specified when necessary

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Suite Packing

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