
Overview

This standard covers the skills and knowledge needed to control manual size reduction in food and drink operations.

This standard covers physically changing products or ingredients into smaller units or fully removing constituent parts from the whole, by hand. It includes meeting product specification, responding to problems, completing the necessary documentation and maintaining effective communication with the relevant people. Complying with and understanding health and safety, food safety and organisational requirements are essential features of this standard.

This standard is for you if you work in food and drink manufacture and/or supply operations and are involved in controlling manual size reduction in food and drink operations.

Performance criteria

You must be able to:

Prepare for manual size reduction

1. prepare according to the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions
2. check product specifications at the right time
3. check that the material for size reduction is available and fit for use
4. take effective action in response to operating problems
5. maintain effective communication

Carry out manual size reduction

6. operate to the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions when carrying out manual size reduction
7. handle and store materials and products in a manner which maintains quality
8. achieve the required output to the correct specification
9. check the product is transferred to the next stage in the manufacturing operation
10. take effective action in response to operating problems
11. maintain effective communication

Finish manual size reduction

12. finish according to the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions
13. deal with materials that can be re-cycled or re-worked
14. dispose of waste
15. make equipment and the immediate work area ready for future use after the completion of the process
16. maintain effective communication
17. complete all necessary documentation

Knowledge and understanding

You need to know and understand:

1. 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
2. what equipment and materials to use and in what quantity
3. how to obtain and interpret the relevant process specification
4. what recording, reporting and communication is needed and how to carry this out and the reasons why it is important to do so
5. what action to take when the process specification is not met
6. how to establish fitness for use of material and how to deal with material which is not fit for use
7. what might happen if material was used which was not fit for use
8. what operating problems are associated with size reduction and the appropriate response to make
9. the limits of your own authority and competence and why it is important to work within those limits
10. how to follow work instructions and why it is important to do so
11. how and when to seek assistance
12. how to carry out the process in an efficient manner and why it is important to do so
13. how to deal with items that can be re-cycled or re-worked
14. how to dispose of waste
15. how to make equipment ready for future use

Control manual size reduction in food and drink operations

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