

Control wrapping and labelling in food and drink operations

Overview

This standard is about the skills and knowledge needed for you to control wrapping and labelling in food and drink operations and the associated supply chain.

This standard 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. 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 wrapping and labelling.

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Performance criteria

You must be able to:

Prepare for wrapping and labelling

1. operate to the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions when preparing for wrapping and labelling
2. check the availability of products for wrapping and labelling
3. set up machinery according to specifications
4. start up machinery to specifications and check that it is working
5. communicate with others
6. deal with problems to maintain schedules

Carry out wrapping and labelling

7. meet the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions when carrying out wrapping and labelling
8. control the infeed of products for flow wrapping to specifications
9. control the progress of products during wrapping and labelling to specifications
10. control the output of wrapped and labelled products to specifications
11. deal with substandard or contaminated products
12. take effective action in response to operating problems within the remit of your own authority
13. control transfer of wrapped products to the next processing stage

Finish wrapping and labelling

14. meet the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions when finishing wrapping and labelling
15. follow procedures to shut down the machinery
16. remove and dispose of waste and by-products
17. check that machinery is ready for further use
18. communicate with others effectively
19. complete all necessary documentation

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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. the purpose and importance of wrapping and labelling
3. what equipment and tools to use and their correct condition
4. what materials to use and in what quantity
5. how to obtain and interpret the relevant process specification
6. what recording, reporting and communication is needed and how to carry this out and the reasons why it is important to do so
7. what action to take when the process specification is not met
8. how to carry out the necessary pre start checks and why it is important to do so
9. how to follow the start up procedures for wrapping and labelling and why it is important to do so
10. how to obtain the necessary resources for wrapping and labelling
11. how to follow work instructions and why it is important to do so
12. common sources of contamination during processing, how to avoid these and what might happen if this is not done
13. how to operate, regulate and shut down the relevant equipment
14. when it is necessary to seek assistance and how to seek it
15. how to follow the relevant process control procedures and why it is important to do so
16. different ways to carry out wrapping and labelling
17. how to carry out wrapping and labelling in an efficient manner and why it is important to do so
18. what the limits of your own authority and competence are and why it is important to work within them
19. how to deal with items that can be re-cycled or re-worked
20. how to dispose of waste and why it is important to do so
21. how to make equipment ready for future use

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