

## Select and prepare raw materials in food and drink operations

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### Overview

This standard is about the skills and knowledge required to select and prepare raw materials within food and drink manufacturing or supply operations.

This standard is about identifying, selecting and preparing ingredients in a food and drink production environment. You need to show that you can identify and select the correct ingredients, required by a product specification or recipe. You will need to check the condition of the ingredients and store, blend or modify these for use further processing. This may involve weighing and measuring ingredients using manual or automated systems. 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 the manufacture or supply of food and drink and your job requires you to select and prepare raw materials in food operations.

## Performance criteria

You must be able to:

### Identify ingredients

1. identify the specified ingredients
2. check quantities according to your instructions and specifications
3. carry out any calculations necessary to establish quantities of ingredients required to meet production needs

### Select ingredients

4. select ingredients to meet production needs and check their condition for use
5. isolate and report ingredients of substandard quality, condition or quantity to the relevant personnel
6. take action where ingredients are not available to source alternative supplies or establish whether alternative ingredients can be utilised where permitted
7. store and position ingredients ready for further processing
8. comply with health, safety, food safety and organisational requirements

### Prepare Materials

9. check selected ingredients against your instructions and specifications
10. carry out any blending, modification or treatment of ingredients according to specification requirements
11. place the ingredients in the correct conditions and label storage containers, where required, ready for further processing
12. comply with health, safety, food safety and organisational requirements
13. operate within the limits of your own authority and capabilities

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## Knowledge and understanding

You need to know and understand:

1. the potential food safety hazards and appropriate control procedures associated with selecting and preparing raw materials
2. how to identify the required materials for processing
3. the importance of selecting the most appropriate materials for processing
4. how to identify and dispose of materials that are not fit for use
5. the requirements for storing food and drink products that are awaiting processing
6. the different methods for preparing raw materials and when they should be used
7. the safety procedures related to the tools used for preparation
8. how to identify and dispose of waste

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