

Produce individual packs by hand in food and drink operations

Overview

This standard covers the skills and knowledge needed to produce individual packs by hand in food and drink operations.

Producing individual packs by hand is essential to producing and maintaining a quality and safe product. It involves checking packing and the tools and equipment used, while following manual handling and health and safety procedures.

This standard is for you if you work in food and drink operations and the associated supply operations and are involved in carrying out packing operations.

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Performance criteria

You must be able to:

Prepare to produce packs by hand

1. prepare to produce packs by hand following health, safety and hygiene standards
2. check packing specifications within agreed timescales
3. check that there is sufficient packing material available and that it is fit for use
4. check that the product to be packed is available and fit for use
5. take action in response to operating problems
6. maintain effective communication with the relevant people

Carry out production of packs by hand

7. carry out production of individual packs following health, safety and hygiene standards
8. use the lifting and handling techniques in accordance with relevant regulations
9. monitor pack quality and quantity and take action in response to defects
10. achieve the required quality and quantity of output within the specified time
11. check that there is minimal waste
12. maintain effective communication with the relevant people

Finish production of packs by hand

13. finish production of individual packs following health, safety and hygiene standards
14. dispose of surplus consumables in compliance with relevant company procedures
15. deal with waste, scrap and non-standard products
16. make work area ready for future use after the completion of the process
17. maintain effective communication with the relevant people

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Knowledge and understanding

You need to know and understand:

1. relevant health, safety and hygiene standards and why it is important that you follow them
2. how to obtain information about products, materials and coding
3. how to identify different types of packing materials and products
4. the functions of the main packing materials being used
5. the required manual handling techniques for the packing materials being used
6. what action to take if you discover faults in products, materials, equipment settings and equipment condition
7. why it is important to have checking procedures and what might happen if checking is not carried out in accordance with company procedures
8. how to establish fitness for use and how to deal with materials and products which are unfit for use
9. why it is important to communicate with the relevant people and what might happen if this is not done
10. the physical characteristics of products and how these characteristics affect packing
11. the expected rate of use of product and materials, and what action to take if the supply of product and materials is interrupted
12. the main types of packing materials and sealing methods
13. what precautions to take to avoid injury when handling packing materials
14. why it is important to control consumables to match the packing run and what might happen if this is not done
15. how to measure the quantity of product to go into the packs
16. the expected quality, output and wastage standards and what might happen if these are not met
17. why it is important to have quality standards
18. how to monitor operations and why it is important to do so
19. why it is important to supply the right materials in the correct quantity and within the agreed timescales, and what might happen if this is not done
20. the limits of your own authority and abilities, and why it is important to work within them
21. why it is important to meet output targets and what might happen if they are not met
22. why it is important to control consumables to match the packing run and what might happen if this is not done
23. why it is important to have a shut-down sequence and what might happen if this is not followed

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24. what might happen if the waste and scrap disposal procedures are not followed
25. what preparations are required for the next phase in the cycle
26. how to prepare the work area for future use
27. why it is important to communicate effectively and what might happen if this is not done
28. why it is important to keep records and what might happen if this is not done

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