

Overview

This standard covers the skills and knowledge needed to assemble different products to a pre-determined pattern in food and drink operations.

Assembling different products to a pre-determined pattern is essential to the production of a quality product. This involves checking and maintaining the assembly process and taking correct action when operating problems occur, as well as continuously monitoring to check that the specified layout is maintained, complying with legislation and company requirements.

This standard is for you if you work in food and drink operations and the associated supply operations and are involved in the assembling of products.

Performance criteria

You must be able to:

Prepare to assemble products

1. operate to the relevant health, safety and hygiene standards when preparing to assemble products
2. check packing specifications at the right time
3. set up equipment according to specification
4. check that sufficient packing material and product is available and fit for use
5. take effective action in response to operating products
6. maintain effective communication

Carry out assembly of products

7. operate to the relevant health, safety and hygiene standards when carrying out the assembly of products
8. check that equipment is supplied with materials
9. check that the presentation and content of the assembled products meets the specification
10. monitor pack quality and quantity and take any necessary action to remedy defects
11. check that the required output is achieved to the correct specification
12. check that no unnecessary waste is incurred
13. dispose of materials and packs which do not meet specification
14. maintain effective communication

Finish assembly of products

15. operate to the relevant health, safety and hygiene standards when finishing the assembly of products
16. dispose of surplus consumables in compliance with company procedures
17. discharge packs to the designated location
18. deal with waste, scrap and non-standard products in accordance with relevant regulations
19. stop the packaging run at the right time
20. make equipment ready for future use after the completion of the process
21. maintain effective communication
22. complete all documentation and records within agreed timescales

Assemble different products to a pre-determined pattern in food and drink operations

Knowledge and understanding

You need to know and understand:

1. what the relevant health, safety and hygiene standards are when assembling products and why it is important that you operate to them
2. how to obtain information about product, material and coding
3. how to identify different types of packing materials and product
4. what the functions are of the main packing materials being used
5. what the required manual handling techniques are for the packing materials being used
6. what action to take if you discover faults in products, materials, equipment settings and equipment condition
7. what the functions of equipment in the packing line are and how they affect one another
8. why it is important to have checking procedures and what might happen if checking is not carried out according to company procedures
9. how to establish fitness for use and how to deal with materials and products which are unfit for use
10. what the physical characteristics of products are and how these characteristics affect packing
11. what the expected rate of use is of product and materials, and what action to take if the supply of product and materials is interrupted
12. what the main types of packing materials and sealing methods are
13. what precautions to take to avoid injury when handling packing materials
14. what the expected quality, output and wastage standards are and what might happen if these are not met
15. why it is important to have quality standards
16. how to monitor operations and why it is important to do so
17. why it is important to supply the right materials in the correct quantity and at the right time and what might happen if this is not done
18. what might happen if the relevant legal and company waste and scrap disposal procedures are not followed
19. why it is important to stop the packaging run at the right time
20. how to make equipment ready for future use
21. why it is important to keep records that comply with company standards and what might happen if this is not done
22. why it is important to communicate effectively and what might happen if this is not done
23. what the limits of your own authority and competence are and why you should work within them



Assemble different products to a pre-determined pattern in food and drink operations

Developed by	NSAFD
Version Number	2
Date Approved	September 2017
Indicative Review Date	January 2022
Validity	Current
Status	Original
Originating Organisation	Improve
Original URN	IMPSD314S, IMPSD315K
Relevant Occupations	Engineering and manufacturing technologies; Manufacturing technologies; Process Operatives; Process, Plant and Machine Operatives; Plant and Machine Operatives
Suite	Supply Chain Management
Keywords	Food; Manufacture; Assembly; Individual