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## Overview

This standard covers the skills and knowledge needed to palletise and wrap products in food and drink operations.

Palletising and wrapping products should be undertaken in a safe and hygienic manner. It is important in stock control and product despatch. It involves understanding the purpose of coding and labelling information and what the correct actions to take are when there is an interruption to the supply of products.

This standard is for you if you work in food and drink operations and the associated supply operations and are involved in the controlling, palletising and wrapping of products in the workplace.

## Performance criteria

You must be able to:

### **Perform checks before carrying out palletising and wrapping**

1. follow the required health and safety, hygiene, security and environmental standards and instructions
2. receive and confirm palletising and wrapping instructions
3. check that palletising and wrapping materials and products are available
4. check that equipment and services are available and fit for use
5. identify the cases to be palletised and wrapped
6. check that equipment is in the correct operating condition and ready for use

### **Carry out palletising and wrapping**

7. start equipment in the correct order and use it in accordance with company procedures
8. check that materials, cases and pallet builds remain within specification and take appropriate action to correct those which do not

### **Finish palletising and wrapping**

9. follow the required health and safety, hygiene, security and environmental standards and instructions
10. achieve the required output to the correct specification
11. control palletising and wrapping materials to match the packing run and return surplus to the designated location
12. shut down equipment in accordance with company procedures
13. deal with waste or scrap in accordance with company procedures
14. check the equipment is made ready for the next production run
15. make packs and pallets ready for movement to the designated location
16. complete all documents and records in accordance with company procedures and within agreed timescales
17. maintain effective communication as required

### **Check that the process works efficiently**

18. monitor and replenish packing materials as required
19. maintain required output rates
20. check that services, materials and equipment are used economically
21. complete all documents and records within agreed timescales and in accordance with company procedures
22. maintain effective communication as required

## Knowledge and understanding

You need to know and understand:

1. relevant health, safety and hygiene standards and instructions and why it is important to follow them
2. relevant industry regulations and why it is important to follow them
3. how to obtain information about pallet builds, materials, quality of product, material and coding
4. the company procedures and relevant regulations relating to the condition of tools and equipment
5. the correct action to take if faults are discovered in cases, materials, equipment settings and equipment condition, and what may happen if this is not done
6. what services are required and the consequences of them being unavailable or out of specification
7. handling requirements for palletising and wrapping and how damage or deterioration can be avoided
8. what the correct action is when there are interruptions to supply of products, materials or services
9. the purpose of coding and labelling information
10. why it is necessary to prepare for the next production run and what may happen if this is not done
11. why it is necessary to check that packed or wrapped products are ready for movement to the next location
12. the limits of your authority and what may happen if they are exceeded
13. why records must be completed within the agreed timescale and in compliance with company procedures
14. what should be communicated effectively and why it is important

Palletise and wrap products in food and drink operations

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