

Carry out flour packing, storage and despatch in milling

Overview

This standard is about the skills and knowledge needed for you to carry out flour packing, storage and despatch in milling.

The correct production of packs and understanding the importance of this is essential to maintaining the integrity of the product. It is therefore essential to maintaining product quality and safety. You will need to understand 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.

You will need to understand the principles of packing flour, storage and despatch of flour from mills. You will also need to understand the different types of packing operations, palletising, warehouse stacking/trucking and despatch control.

This standard is for you if you work in food and drink manufacture and/or supply operations and you are involved in carrying out packing operations.

Performance criteria

You must be able to:

Prepare to produce individual packs

1. prepare to produce individual packs following health, safety, food safety and hygiene standards
2. check packing specifications within agreed timescales
3. set up equipment according to specification
4. check that there is sufficient packing material available and that it is fit for use
5. check that services meet requirements
6. check that the product to be packed is available and fit for use
7. take action in response to operating problems
8. maintain communication with the relevant people

Carry out production of individual packs

9. carry out production of individual packs following health, safety, food safety and hygiene standards
10. use equipment in accordance with health and safety procedures and check that it is supplied with materials
11. monitor pack quality and quantity and take action in response to defects
12. achieve the required quality and quantity of output within the specified time
13. check that there is minimal waste
14. maintain communication with the relevant people

Finish production of individual packs

15. finish production of individual packs following health, safety, food safety and hygiene standards
16. dispose of surplus consumables in compliance with company procedures
17. deal with waste, scrap and non-standard products in compliance with company non-conforming material/product procedures
18. stop the packaging run at agreed time
19. make equipment ready for future use after the completion of the process
20. maintain communication with the relevant people
21. complete all documentation and records within agreed timescales

and in compliance with company procedures

Perform checks before carrying out palletising and wrapping

- 22. follow the required health and safety, food safety, hygiene, security and environmental standards and instructions
- 23. receive and confirm palletising and wrapping instructions
- 24. check that palletising and wrapping materials and products are available
- 25. check that equipment and services are available and fit for use
- 26. identify the product to be palletised and wrapped
- 27. check that equipment is in the correct operating condition and ready for use

Carry out palletising and wrapping

- 28. start equipment in the correct order and use it in accordance with company procedures
- 29. check that products remain within specification and take appropriate action to correct those which do not

Finish palletising and wrapping

- 30. follow the required health and safety, food safety, hygiene, security and environmental standards and instructions
- 31. achieve the required output to the correct specification
- 32. control palletising and wrapping materials to match the packing run and return surplus to the designated location
- 33. shut down equipment in accordance with company procedures
- 34. deal with waste or scrap in accordance with company procedures
- 35. check the equipment is made ready for the next production run
- 36. make product ready for movement to the designated location
- 37. complete all documents and records in accordance with company procedures and within agreed timescales
- 38. maintain communication as required

Check that the process works efficiently

- 39. monitor and replenish packing materials as required
- 40. maintain required output rates

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41. check that services, materials and equipment are used economically
42. complete all documents and records within agreed timescales and in accordance with company procedures
43. maintain communication as required

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Knowledge and understanding

You need to know and understand:

1. what the typical stages are in the packing process for bagged products
2. what the functions of magnets and redressers are in packing
3. the types of feed arrangement for weighers, and how the mechanical and electronic load cell weigher systems function
4. the importance and function of the in-line check weigher
5. what the capabilities and advantages of the three types of bag or sack packers are
6. the functions of bag placers, passing, bag closure and metal detectors
7. how bags or sacks need to be marked and comply with labelling regulations
8. what the important cost and effectiveness features of sack design and function are
9. the advantages and features of filling and using minibulk containers (FIBC)
10. how manual/automated palletisation works, their advantages and disadvantages
11. features of warehouse design and layout, including multi-storey/single storey
12. what the three types of unit load storage are and their principle features
13. the comparative features and functions of forklift trucks used in milling storage
14. the applications for hand operated/pedestrian and turret trucks
15. what the training and safety requirements are for operating lift trucks
16. what needs to be taken into account when planning a warehouse system
17. how stock control, bulk/bag stocks goods flow and orders are managed
18. what the vehicle weight restrictions and limits are for loading mill products
19. the features and principles of loading bagged and bulk flour
20. how deliveries of flour to customers are organised and controlled
21. the features of unloading bulk and bagged flour

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Developed by	NSAFD
Version Number	2
Date Approved	January 2019
Indicative Review Date	January 2024
Validity	Current
Status	Original
Originating Organisation	Improve
Original URN	IMPSD309 (skills), IMPSD316 (skills), IMPMC122K
Relevant Occupations	Manufacturing technologies; Food Preparation Trades; Elementary Goods Storage Occupations; Elementary Process Plant Occupations
Suite	Milling and Cereals
Keywords	Food; drink; manufacturing; milling; flour; packing; storage; despatch; weigher; bulk; bagged; trucks