

## Overview

The sale of food stuffs is tightly regulated and information supplied on chocolate product labels has to be accurate. This standard requires an understanding of the regulations for labelling chocolate products to be sold in the UK. It covers what information is required and how this should be presented on different chocolate products. It also covers knowledge of the quantities in which chocolate can be sold.

This standard is about controlling wrapping and labelling machinery to wrap a variety of food and drink products. It details the skills required to start up, run and shut down equipment, as well as being able to take the action should operating problems occur. It is also about working to product specifications and production schedules. Complying with and understanding health and safety, allergen, food safety and organisational requirements are essential features of this standard.

This standard is for you if you work in the labelling of chocolate products.

## Performance criteria

*You must be able to:*

### **Prepare for wrapping and labelling**

1. prepare for wrapping and labelling in accordance with the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions
2. check the availability of products for wrapping and labelling
3. set up machinery according to specifications
4. start-up machinery to specifications and check that it is working
5. maintain communication in accordance with organisational requirements
6. deal with problems to maintain schedules

### **Carry out wrapping and labelling**

7. carry out wrapping and labelling in accordance with the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions
8. check allergen information and ingredients are clearly listed in accordance with organisational requirements
9. control the infeed of products for flow wrapping to specifications  
control the progress of products during wrapping and labelling to specifications
10. control the output of wrapped and labelled products to specifications
11. deal with substandard or contaminated products
12. take action in response to operating problems within the remit of your own authority
13. control transfer of wrapped products to the next processing stage

### **Finish wrapping and labelling**

14. finish wrapping and labelling in accordance with the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions
1. shut down the machinery in accordance with organisational procedures
  2. remove and dispose of waste and by-products in accordance with organisational requirements

Wrap and label chocolate products

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3. check that machinery is ready for further use
4. maintain communication in accordance with organisational requirements
5. complete all documentation in accordance with organisational procedures

## Knowledge and understanding

*You need to know and understand:*

1. what the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions are and what may happen if they are not followed
2. the purpose and importance of wrapping and labelling
3. what information is required to label white, milk and dark chocolate products to be sold
4. why it is important that labelling information is accurate and what could happen if it is not
5. potential allergens and the consequences of not listing ingredients clearly on labels
6. how labelling information should be presented
7. in what quantities by weight chocolate can be sold
8. the information required on outer containers and how it should be presented
9. what the requirements are for labelling white, milk and dark chocolate products with nutritional information and what the options for labelling are
10. what equipment and tools to use and their correct condition
11. what materials to use and in what quantity
12. how to obtain and interpret the relevant process specification
13. what recording, reporting and communication is needed and how to carry this out and the reasons why it is important to do so
14. what action to take when the process specification is not met
15. how to carry out the necessary pre start checks and why it is important to do so
16. how to follow the start up procedures for wrapping and labelling and why it is important to do so
17. how to obtain the necessary resources for wrapping and labelling
18. how to follow work instructions and why it is important to do so
19. common sources of contamination during processing, how to avoid these and what might happen if this is not done
20. how to operate, regulate and shut down the relevant equipment
21. when it is necessary to seek assistance and how to seek it
22. how to follow the relevant process control procedures and why it is important to do so
23. different ways to carry out wrapping and labelling
24. how to carry out wrapping and labelling in an efficient manner and

- why it is important to do so
- 25. what the limits of your own authority and competence are and why it is important to work within them
- 26. how to deal with items that can be re-cycled or re-worked
- 27. how to dispose of waste and why it is important to do so
- 28. how to make equipment ready for future use

## Wrap and label chocolate products

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