

## Overview

This standard covers hand-processing fish or shellfish for sale to customers. It covers the preparations you need to make so that you can process fish or shellfish and processing fish or shellfish by hand to produce products that are suitable to sell to customers. The standard involves working with common UK types of flat fish, round fish and shellfish.

You must be able to prepare to process fish or shellfish in a retail environment. You must also be able to process fish or shellfish using hand tools in a retail environment. You must also know how to address problems and adhere to regulatory standards and standard operating procedures and be able to apply your skills and knowledge within food safety and health and safety regulations and any relevant international industry codes. You should also have an understanding of how the green circular economy supports repeated use of resources and products within your organisation.

This standard is for you if you work in fish or shellfish processing and are involved in the processing in a retail environment.

## Performance criteria

### *You must be able to:*

1. process fish or shellfish for sale in a retail environment according to organisational requirements and standards
2. prepare and organise your work area and the tools and equipment you will need according to organisational requirements
3. obtain tools and equipment required to support planned operations, including hygiene and personal protective equipment
4. identify the fish or shellfish you have been asked to prepare and check that it is fit to sell
5. keep fish or shellfish fit to sell while preparing it for processing
6. prepare the fish or shellfish for processing according to organisational and legal requirements
7. process fish or shellfish to give products that meet specifications for yield and quality
8. keep fish or shellfish in a saleable condition while processing
9. place processed products that meet specifications in a suitable storage container
10. follow set procedures to deal with products that do not meet specifications
11. get rid of waste materials according to set procedures
12. clean processing tools and equipment and put them away
13. maintain hygienic working conditions
14. maintain the health and safety of yourself and others
15. maintain communication with customers

## Knowledge and understanding

### *You need to know and understand:*

1. the organisational standards for processing fish or shellfish for sale in a retail environment and what may happen if they are not followed
2. the dangers and disadvantages of using unsafe and blunt tools and equipment
3. the types of accident and injury that can happen during hand processing, and the procedures for dealing with these
4. how to recognise the fish or shellfish species that are usually sold in fish retail outlets
5. how to recognise fish or shellfish that are not fit to sell
6. the company's cleaning schedule and why you should follow it
7. waste disposal procedures
8. how to recognise the fish or shellfish species that are usually sold in a fish retail outlet
9. where the different body parts are found on round fish, flatfish and shellfish species, and how this affects the way you process the various species
10. why it is important to cut fish or shellfish in exactly the right places
11. techniques for processing fish in line with organisational and legal requirements so as to produce the yield and quality needed
12. how to dress cooked shellfish
13. what recording, reporting and communication is needed, how to carry this out and the reasons why it is important to do so
14. the limits of your own authority and competence and why it is important to work within those limits

IMPFP144

Process fish or shellfish for retail sale



---

<b>Developed by</b>	Improve
<b>Version Number</b>	1
<b>Date Approved</b>	11 Mar 2025
<b>Indicative Review Date</b>	11 Mar 2028
<b>Validity</b>	Current
<b>Status</b>	Original
<b>Originating Organisation</b>	Improve
<b>Original URN</b>	IMPFP144
<b>Relevant Occupations</b>	Engineering and Manufacturing Technologies, Manufacturing Technologies, Plant and Machine Operatives, Process Operatives
<b>Suite</b>	Fish and Shellfish Operations
<b>Keywords</b>	Fish, customers, retail, manufacturing, operation, process, health, safety, hygiene, equipment

---