

## Overview

This standard is about the skills and knowledge needed for you to grade fresh produce by hand. You will need the skills and knowledge to grade fresh produce according to appearance, size, ripeness and condition which is essential if the quality of the final product is to be maintained. You will need the skills and knowledge to set-up work areas and grade fresh produce according to requirements of the grading specification. You will also need the skills and knowledge to work to organisational product specifications and production schedules. This standard is for you if you work in food and drink manufacture and/or supply operations and are involved in production operations.

Grade fresh produce by hand

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Performance criteria

You must be able to:

Prepare to grade fresh produce by hand

1. prepare to grade fresh produce according to the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions
2. confirm grading specification
3. prepare the work area into a condition suitable for receiving produce
4. confirm raw material suitability according to grading specification
5. take action in response to operating problems
6. maintain communication according to organisational procedures
7. grade fresh produce in accordance with the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions
8. grade fresh produce according to requirements of grading specification
9. maintain required rate of grading
10. handle produce in a manner which maintains quality and condition
11. maintain condition of work area throughout the grading process
12. transfer graded fresh produce to the next stage in the production process
13. take action in response to operating problems
14. maintain communication according to organisational procedures

Finish hand grading operations

15. finish hand grading fresh produce according to the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions
16. dispose of waste according to organisational procedures
17. make equipment and work area ready for future use after the completion of the process
18. maintain communication according to organisational procedures
19. complete all records in accordance with organisational standards

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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 facilities and equipment required to grade fresh produce by hand
  3. how to obtain and interpret grading specifications
  4. how to identify fresh produce
  5. how to prepare and maintain work areas used for grading
  6. how to grade by size
  7. how to assess and grade the quality of fresh produce
  8. common quality problems and their likely causes
  9. handling methods that maintain the quality and condition
  10. the importance of grading linked to profitability
  11. how to deal with fresh produce that is not fit for use
  12. what action to take when the grading specification is not met
  13. how to dispose of waste and why it is important to do so
  14. the importance of maintaining product control and traceability during grading operations
  15. how ineffective grading can lead to wastage and potential customer complaints
  16. how to deal with operating problems within limits of your own authority and competence and why it is important to work within those limits

17. what recording, reporting and communication is needed, how to carry this out and the reasons why it is important to do so

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