

Control the production of fresh produce product labels

Overview

This standard is about the skills and knowledge needed for you to control the production of fresh produce product labels. You will need the skills and knowledge to source data, up-load label data, print labels and supply labels to labelling operations. It covers the production of all types of label including standard and promotional labels. You will need the skills and knowledge to work with organisational IT systems to both form and print produce labels. 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.

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Performance criteria

You must be able to:

Prepare to produce labels

1. prepare to produce labels according to the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions
2. confirm label specification and data requirements
3. set-up equipment to support the production of labels
4. obtain up-to-date data for inclusion in product labels
5. obtain the materials needed to print labels
6. take action in response to operating problems

Produce and print labels

7. produce and print labels according to the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions
8. programme the data to be used to form label according to label specification
9. form labels and confirm accuracy before printing using approved check methods
10. print labels according to labelling specification
11. apply manual override label production when adjustments to label data is required
12. maintain and control the supply labels to labelling area
13. make sure secondary checks are performed for accuracy against labelling specification before the labels are issued to the

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production line

14. take action in response to operating problems
15. maintain communication according to organisational procedures
16. complete all records of label usage 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, organisational health and safety, hygiene and environmental standards and instructions are and what may happen if they are not followed
 2. organisational and legal requirements that control labelling
 3. the labelling requirements of the produce being supplied
 4. the importance of food safe labels
 5. the use of food safe labels in the fresh produce sector
 6. how to set up and use organisational IT equipment to produce labels
 7. how to select the right blanks to use
 8. how to obtain and interpret labelling specifications
 9. the data that is required for inclusion on produce labels
 10. the application of databases in label data management
 11. the data required including product description, country of origin, display dates, best before dates, variety
 12. how to source and interpret the data to be added to produce labels
 13. the systems, materials and adhesives used in label production
 14. how to apply manual overrides in label production when adjustments to label data are required
 15. when manual overrides are used as part of production and the risks to the label accuracy that this presents

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16. why it is important for manual overrides to be verified

17. common quality problems in label production and their likely

causes

18. the importance of accuracy linked to both legal and commercial

considerations

19. how to verify the accuracy of labels

20. how to confirm the accuracy of barcodes

21. how to deal with inaccurate labelling

22. the role of labelling in supporting product traceability

23. how to control labels that are not required, and are returned to the

label print room

24. how to deal with operating problems within limits of your own authority and competence and why it is important to work within those limits

25. 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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