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## Overview

This standard covers the skills and knowledge needed to control product wrapping and labelling in automated bakery operations. The wrapping and labelling of bakery products is important to the efficient processing and maintaining quality of the finished bakery products.

You need to show and understand how you control product wrapping and labelling in automated bakery operations, required by a product specification and work instructions. You will need to show and know how to operate and adjust equipment. You will need to ensure that products are not contaminated or cross contaminated and that relevant records and reporting are maintained. Complying with and understanding health and safety, food safety and organisational requirements are essential features of this standard.

This standard is for you if you work in automated bakery operations, and can be applied in the context of fermented dough production.

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## Performance criteria

### You must be able to:

1. check the availability of products for wrapping and labelling in accordance with instructions
2. check that products meet production specifications prior to wrapping
3. select wrapping and packaging equipment and materials appropriate for products
4. set up machinery in accordance with operational needs
5. start-up machinery and check that it is working to specification
6. deal with problems to maintain schedules
7. maintain effective communication as required throughout operations
8. control the infeed and detection of products for wrapping and labelling in accordance with instructions
9. scan products for metal or other foreign bodies in accordance with procedures
10. control the progress of products during wrapping and labelling to maintain schedules
11. control the output of products to maintain traceability and auditing requirements
12. separate substandard or contaminated products from those that meet product specifications
13. take appropriate action in response to operating problems in accordance with procedures
14. control transfer of products to the next processing stage
15. check products are closed, sealed and labelled in accordance with specification
16. shut down the machinery in accordance with operational needs
17. remove and dispose of waste and by-products in accordance with instructions
18. check and ensure that machinery is ready for further use in accordance with procedures
19. take appropriate action regarding any problems which may arise in accordance with procedures
20. carry out cleaning, lubrication and detection activities in accordance with procedures
21. operate within the limits of own authority and capabilities in accordance with Standard Operating Procedures
22. operate in accordance with health, safety, environmental, cleaning and food safety requirements
23. avoid contamination or cross contamination of products in accordance with procedures

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- 24. complete relevant records and make available as required
  - 25. communicate with and report as necessary to team and management personnel

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## Knowledge and understanding

### You need to know and understand:

1. the importance of following specifications and instructions
2. how to seek advice on process adjustments during wrapping and labelling
3. how to maintain product condition
4. how to deal with time constraints and variations to conditions throughout processing
5. possible sources of product contamination during processing
6. how to avoid contamination during processing and what might happen if this is not done
7. the procedure for rejecting and isolating failed products
8. how to recognise and report product that does not meet specification during processing
9. the lines and methods of communication within your organisation
10. why it is important to keep accurate records and what might happen if this is not done
11. how to communicate effectively with team, managers and other specialists
12. reporting and recording requirements and the importance of meeting them

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