

## Carry out sampling of incoming raw material for milling

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### Overview

This standard is about the skills and knowledge needed for you to carry out sampling of incoming raw material for milling. You need to follow relevant policies and procedures that apply to your area of work and report on the quality of work activities against specifications. You need to organise work to meet schedules and targets, and make effective use of resources. You also need to identify, record and report any problems affecting the volume of throughput. You will contribute to identifying opportunities for improving food and drink operations. You will identify improvement opportunities by suggesting ideas and contribute to developing an action plan. You will need to understand how to sample raw material on delivery, which can then be milled into another product, such as flour. You need to know about sampling procedures and the controls in the sampling process, how to prepare products for sampling and obtain a representative sample, how to maintain the integrity of the sample and dispose of samples safely. This standard is for you if you work in food and drink manufacture and/or supply operations and are involved in receiving incoming raw material for milling and your job requires you to understand how sampling of raw material is carried out.

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**Performance criteria**

*You must be able to:*

1. check that there are sufficient resources available to complete sampling within your own area of responsibility
  2. check that sampling equipment is working effectively
  3. carry out sampling in accordance with current legal and regulatory requirements for hygiene and environmental standards or instructions
  4. monitor work activities to meet sampling requirements and to identify any variances against specifications
  5. complete all relevant sampling checks and report as appropriate
  6. label and identify all samples according to organisational procedures
  7. handle, store and dispose of all sample materials according to organisational procedures
  8. report all variances outside of specification to relevant person(s)
  9. identify and report opportunities for improvement of work activities to relevant person(s)
  10. identify implications of changes to make sure that the change is documented
  11. gather information about potential improvements
  12. identify and make positive suggestions about areas for

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improvement

13. share your ideas for improvement with the relevant people and

react positively to feedback you receive

14. communicate your finalised ideas in sufficient detail to enable

further action to be agreed

15. work with others to agree an action plan for putting improvement

ideas into action

16. make a positive contribution to putting the plan into action

17. test and check improvements to find out how effective they are

before recommending further action

18. evaluate the effectiveness of improvements that have been

introduced

19. access information from appropriate sources to support your

report and recommendations

20. communicate recommendations to relevant people

21. complete records in accordance with organisational requirements

## Knowledge and understanding

*You need to know and understand:*

1. what the purpose of sampling is to the milling process
2. the workplace methods used to sample milling raw material
3. what the procedures are for sampling, including maintaining sample condition
4. how to check the sampling equipment is working properly
5. how to use the sampling equipment
6. why it is important that samples provide a fair and accurate representation of the whole consignment of milling raw material
7. why it is important to label and identify samples
8. why it is important to maintain the integrity of samples
9. how to handle, store and dispose of sample materials
10. what the appropriate sampling technique is depending on the equipment used
11. what the operational and regulatory requirements are for sampling product quality
12. what the health and safety requirements and procedures for sampling are, including the relevant environmental protection and any risk to source
13. what the controls are in the sampling process
14. how to prepare products for assessment against product specifications
15. what the reasons for controlled conditions are whilst sampling

16. what the types of abnormal conditions are that may affect sampling

17. what the different types of sampling containers are

18. what documentation and labelling systems are required to ensure

traceability

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