

Overview

This standard is about the skills and knowledge needed for you to carry out flour packing, storage and despatch in milling. The correct production of packs and understanding the importance of this is essential to maintaining the integrity of the product. It is therefore essential to maintaining product quality and safety. You will need to understand the purpose of coding and labelling information and what the correct actions to take are when there is an interruption to the supply of products. You will need to understand the principles of packing flour, storage and despatch of flour from mills. You will also need to understand the different types of packing operations, palletising, warehouse stacking/trucking and despatch control. This standard is for you if you work in food and drink manufacture and/or supply operations and you are involved in carrying out packing operations.

Performance criteria

You must be able to:

Prepare to produce individual packs

1.
prepare to produce individual packs following health, safety, food safety and hygiene standards
2.
check packing specifications within agreed timescales
3.
set up equipment according to specification
4.
check that there is sufficient packing material available and that it is fit for use
5.
check that services meet requirements
6.
check that the product to be packed is available and fit for use
7.
take action in response to operating problems
8.
maintain communication with the relevant people

Carry out production of individual packs

9.
carry out production of individual packs following health, safety, food safety and hygiene standards
10.
use equipment in accordance with health and safety procedures and check that it is supplied with materials
11.
monitor pack quality and quantity and take action in response to defects
12.
achieve the required quality and quantity of output within the specified time
- 13.

Carry out flour packing, storage and despatch in milling

check that there is minimal waste

14.

maintain communication with the relevant people

Finish production of individual packs

15.

finish production of individual packs following health, safety, food safety and hygiene standards

16.

dispose of surplus consumables in compliance with company procedures

17.

deal with waste, scrap and non-standard products in compliance with company non-conforming material/product procedures

18.

stop the packaging run at agreed time

19.

make equipment ready for future use after the completion of the process

20.

maintain communication with the relevant people

21.

complete all documentation and records within agreed timescales and in compliance with company procedures

Perform checks before carrying out palletising and wrapping

22.

follow the required health and safety, food safety, hygiene, security and environmental standards and instructions

23.

receive and confirm palletising and wrapping instructions

24.

check that palletising and wrapping materials and products are available

25.

check that equipment and services are available and fit for use

26.

identify the product to be palletised and wrapped

27.

Carry out flour packing, storage and despatch in milling

check that equipment is in the correct operating condition and ready for use

Carry out palletising and wrapping

28.

start equipment in the correct order and use it in accordance with company procedures

29.

check that products remain within specification and take appropriate action to correct those which do not

Finish palletising and wrapping

30.

follow the required health and safety, food safety, hygiene, security and environmental standards and instructions

31.

achieve the required output to the correct specification

32.

control palletising and wrapping materials to match the packing run and return surplus to the designated location

33.

shut down equipment in accordance with company procedures

34.

deal with waste or scrap in accordance with company procedures

35.

check the equipment is made ready for the next production run

36.

make product ready for movement to the designated location

37.

complete all documents and records in accordance with company procedures and within agreed timescales

38.

maintain communication as required

Check that the process works efficiently

39.

monitor and replenish packing materials as required

40.

maintain required output rates

41.

Carry out flour packing, storage and despatch in milling

check that services, materials and equipment are used economically

42.

complete all documents and records within agreed timescales and in accordance with company procedures

43.

maintain communication as required

Carry out flour packing, storage and despatch in milling

Knowledge and understanding

You need to know and understand:

1.
what the typical stages are in the packing process for bagged products
 - 1.1
what the functions of magnets and redressers are in packing
 - 1.2
the types of feed arrangement for weighers, and how the

Carry out flour packing, storage and despatch in milling

Developed by	Improve
Version Number	2
Date Approved	01 Jan 2019
Indicative Review Date	01 Jan 2024
Validity	Current
Status	Original
Originating Organisation	Improve
Original URN	impsd309 (skills), impsd316 (skills), impmc122k
Relevant Occupations	Elementary Goods Storage Occupations, Elementary Process Plant Occupations, Food Preparation Trades, Manufacturing Technologies
Suite	Milling and Cereals
Keywords	Food; Drink; Manufacturing; Milling; Flour; Packing; Storage; Despatch; Weigher; Bulk; Bagged; Trucks