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## Overview

This standard is about commissioning manufacturing process, plant and equipment in food and drink operations. This also applies to instrumentation, hardware/software, services and utilities. This can apply to the commissioning of an entirely new process, although it is more likely to apply to the modification or addition to existing plant.

You need to establish a commissioning team and obtain approval for commissioning activities. You need to carry out the commissioning safely and systematically, monitor progress and deal with any problems arising. You need to define the scope and programme of handovers and check that duplication of responsibilities is avoided. You need to check that outstanding work is clearly defined and confirm that the plant operates to agreed objectives.

This standard applies to you if you are in a senior role within the processing, technical or engineering area of food and drink operations.

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## Performance criteria

*You must be able to:*

1. establish a commissioning team in accordance with organisational procedures
2. identify the training needs of all staff
3. obtain approval for the commissioning activities in accordance with existing procedures
4. agree the timescales for the commissioning activities in accordance with existing procedures
5. confirm the commissioning is carried out in accordance with organisational procedures
6. monitor progress and deal with problems arising in accordance with organisational procedures
7. identify conditions which impact upon health, safety, hygiene and the environment
8. respond to those conditions which impact upon health, safety, hygiene and the environment
9. confirm you have competent staff to operate and maintain the plant prior to the handover
10. define the scope and programme of the handover and agree this in accordance with organisational procedures
11. confirm that the handover avoids gaps and duplication of responsibilities
12. define any additional work and agree the means of carrying it out in accordance with organisational procedures
13. check that the operation of the plant meets the agreed objectives and confirm with relevant staff
14. complete documentation in accordance with organisational procedures

## Knowledge and understanding

### *You need to know and understand:*

1. the types of corrective action to take in response to deviations from the plan
2. the relevant legal requirements regarding health, safety and hygiene and the effect of commissioning on these
3. the relevant legal requirements regarding product quality
4. the relevant legal requirements regarding the impact of resource usage on the environment, and how to comply with them
5. why effective training is essential throughout the commissioning process
6. the importance of prioritising training needs
7. the methods for achieving a handover
8. the importance of communicating commissioning outcomes and the methods to affect this communication
9. the importance of responding positively to the need for modifications
10. the methods of monitoring to check consistency and quality of products and services
11. the importance of data and how this should be compiled
12. the importance of keeping clear and complete records
13. why planning is essential throughout the commissioning process, and the importance of prioritising work
14. what the organisational requirements are regarding health, safety and hygiene and the effects of commissioning on these
15. what the organisational requirements are regarding product quality
16. what the organisational requirements are regarding the impact of resource usage on the environment, and how to comply with them
17. how to identify commissioning spares and operational spares
18. how to agree a core spares list for consumable items
19. what the standard formats for specifications are and how to comply with them
20. how to ensure asset management and maintenance activities are defined and implemented
21. how to identify the skills required for the commissioning team
22. how to present plans to the team in a way which will positively influence the decision making of team members
23. how to set planned objectives for the team which are specific, measurable and

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achievable

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