

Overview

This standard covers the skills and knowledge needed for you to carry out product changeovers in food and drink operations and the associated supply chain.

It covers preparing for changeovers, carrying out changeovers and completing the process according to the legal or regulatory requirements. You must know how and be able to prepare for changeovers, carry out and complete changeovers. Complying with and understanding health and safety, food safety, environmental and organisational requirements are essential features of this standard.

This standard is for you if you work in food and drink manufacture and/or supply operations and are involved in carrying out product changeovers in food and drink operations.

Performance criteria

You must be able to:

1. prepare for changeover according to the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions
2. prepare in a way that minimises operational downtime and waste of products and materials
3. remove resources from the previous run which are not needed in accordance with organisational requirements
4. check that plant surfaces are in contact with ingredients and products are clean
5. assemble required resources and make sure they meet specifications before the changeover begins
6. obtain information about the changeover in accordance with organisational specifications
7. obtain the required authorisation, if appropriate, before the changeover begins
8. maintain effective communication
9. carry out changeover according to the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions
10. adjust plant and equipment to conform to specifications and without affecting any other part of the plant
11. complete changeover according to the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions
12. communicate that the changeover is complete in accordance with organisational specifications
13. remove change parts in line with specifications
14. report the condition of worn or damaged parts to the relevant person
15. complete the changeover within the specified timescale
16. check that output matches specification and is produced at the required rate following changeover

17. complete all necessary documentation in accordance with organisational requirements

IMPP0113

Carry out product changeovers in food and drink operations



Knowledge and understanding

You need to know and understand: