

## Overview

This standard is about the skills and knowledge needed for you to weigh or measure ingredients in food and drink manufacture and/supply operations.

Weighing or measuring ingredients is important to the production of a final product that adheres to organisational quality and yield specifications. You will need to be able to prepare ingredients and equipment when weighing or measuring. You must also be able to use weighing or measuring equipment following organisational standard operating procedures. You must also be able to follow organisational specifications or recipes, work within the limits of your responsibility and take action to address problems. 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 weighing or measuring ingredients in food and drink manufacture.

## Performance criteria

### *You must be able to:*

1. wear and use the correct personal protective equipment
2. source organisational equipment standard operating procedures
3. source the recipe or specification detailing the weight or volume requirements of each ingredient
4. establish and maintain effective spoken and written communication with relevant people
5. check that all necessary tools, equipment and resources are available and fit for use
6. source ingredients requiring weighing or measuring
7. isolate and take action if ingredients do not meet organisational quality specifications
8. check the organisational weighing or measuring tolerances for each ingredient and adhere to them
9. use product specifications or recipes to calculate or adjust the ratio of ingredients required
10. use appropriate weighing or measuring equipment according to organisational requirements
11. weigh or measure the required ingredients avoiding cross contamination
12. transfer ingredients to containers following organisational requirements
13. label weighed or measured ingredients to organisational requirements
14. work within the limits of your responsibility and take action to address problems

15. complete the necessary documentation and process to organisational requirements
16. store weighed or measured ingredients to organisational requirements

## Knowledge and understanding

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

1. the regulatory and organisational requirements relating to the weighing or measuring of ingredients in food and drink manufacture
2. what the personal protective equipment needed when weighing or measuring ingredients and how to use and wear it
3. the tools, equipment and resources needed to weigh or measure ingredients
4. common factors affecting quality of ingredients during handling, weighing, measuring and storage
5. the importance of handling and preparing ingredients at the optimum temperature and conditions for effective weighing or measuring and how to do this
6. how to avoid contamination of ingredients during handling, weighing, measuring and storage and what might happen if this is not done
7. how to use product specifications or recipes to calculate or adjust the ratio of ingredients required and ensure these meet production needs
8. how to report non availability of ingredients and source alternative supplies of ingredients or alternative ingredients as permitted
9. the importance of using the correct type of weighing and measuring equipment according to the types and quantities of ingredients used
10. how to label and store ingredients ready for mixing or further processing
11. how to work within the limits of your responsibility and take action to address problems
12. how factory digitisation supports the production process

Weigh or measure ingredients in food and drink operations

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