

## Overview

This standard covers the skills and knowledge needed to control weighing in automated bakery operations. Weighing in an automated process environment needs the skills to operate a weighing machine and to make sure that weighing is in compliance with the requirements of product specifications.

You need to show and understand how you control weighing in automated bakery operations, required by a product specification and work instructions. You will need to show and know how to operate and adjust equipment. You will need to ensure that products are not contaminated or cross contaminated and that relevant records and reporting are maintained. Complying with and understanding health and safety, food safety and organisational requirements are essential features of this standard.

This standard is for you if you work in automated bakery operations, and can be applied in the context of fermented dough production .

## Performance criteria

### *You must be able to:*

1. set up weighing equipment in accordance with specifications
2. organise the workspace to ensure there is a free flow of baking ingredients or products
3. check that space is available to receive weighed ingredients or products
4. check that the work area is fit for use in the weighing operation in accordance with procedures
5. check that the correct ingredients or products are available in the right locations and are fit for use in the weighing operation
6. monitor the flow of baking ingredients or products for weighing in accordance with procedures
7. operate weighing machinery to carry out the weighing operation in accordance with procedures
8. take action to respond to any variations to company specifications during weighing according to company procedures
9. monitor the output of product to the correct place and follow company procedures to deal with any build-up
10. identify waste that does not meet required specifications
11. dispose of waste in accordance with instructions
12. take appropriate action regarding any problems which may arise in accordance with procedures
13. carry out cleaning, lubrication and detection activities in accordance with procedures

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14. operate within the limits of own authority and capabilities in accordance with Standard Operating Procedures
15. operate in accordance with health, safety, environmental, cleaning and food safety requirements
16. avoid contamination or cross contamination of ingredients in accordance with procedures
17. complete relevant records and make available as required
18. communicate with and report as necessary to team and management personnel

## Knowledge and understanding

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

1. the standards of health and safety and food safety you are required to comply with, why it is important that you do so and what might happen if standards are not met
2. common factors affecting the quality of ingredients and products, during handling, weighing, measuring and storage
3. the importance of handling and preparing ingredients and products at the optimum temperature and conditions for effective weighing, measuring
4. how to avoid contamination and cross contamination of ingredients and products during handling, weighing, measuring and storage and what might happen if this is not done
5. how to recognise and report substandard ingredients and products, signs of contamination, infestation or damage to ingredients and packaging
6. what the lines and methods of effective communication are and why it is important to use them
7. what the documentation requirements are and why it is important to meet them
8. personal protective clothing/equipment and working practices which are useful in combating potentially harmful effects of dust from ingredients and allergies from skin contact with ingredients and products
9. how to use work instructions and product specifications or recipes to calculate or adjust the ratio of ingredients required and ensure these meet production needs
10. the importance of working within time constraints required by production schedule

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11. how to report non-availability of ingredients and products and source alternative supplies or alternative ingredients as permitted
12. the importance of using the correct type weighing and measuring equipment according to the types and quantities of ingredients and product used
13. how to label safely and store ingredients and products ready for further processing

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