

## Carry out task handover procedures in food and drink operations

### Overview

This standard is about the skills needed for you to carry out task handover procedures in food and drink operations and the associated supply chain.

This standard is about the exchange of all relevant information during the handover process regarding both what has occurred and what may have to happen in order to maintain continuity of output. This can include shift handover and cover for absence and breaks. You need to know how and be able to handover and take over responsibility for procedures in food operations. 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 food and drink manufacture and/or supply operations and are involved in carrying out task handover procedures.

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### Performance criteria

You must be able to:

#### **Handover responsibility to another person**

1. handover according to the required legal or regulatory requirements, organisational health, safety, environmental and hygiene standards or instructions
2. take precautions to ensure that production is not interrupted during handover
3. maintain quality standards during task handover
4. provide information in accordance with organisational procedures
5. exchange information in accordance with organisational procedures

#### **Take over responsibility from another person**

6. take over according to the required legal or regulatory requirements, organisational health, safety, environmental and hygiene standards or instructions
7. take precautions to ensure that production is not interrupted during handover
8. maintain quality standards during handover
9. obtain required information from the other person and clarify where necessary
10. exchange information in accordance with organisational procedures

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## Knowledge and understanding

You need to know and understand:

1. the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions and what may happen if they are not followed
2. the operation of the quality systems relevant to the work area
3. the production schedules appropriate to the work area
4. the specified machine settings to meet quality standards and what may happen if they are not met
5. the origins and destinations of materials and products
6. why it is important to provide accurate information and what may happen if the information you give is inaccurate
7. why it is important to obtain accurate information and what may happen if this is not done
8. the reasons why it is important to interpret information in an accurate manner and what may happen if this is not done

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