

## Pack orders for despatch in food and drink operations

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### Overview

This standard covers the skills and knowledge needed to pack orders for despatch in food and drink operations.

The production of safely packed products includes using the correct packing equipment and materials, following packing specifications and being aware of potential hazards, safety and hygiene requirements.

This standard is for you if you work in food and drink operations and the associated supply operations and are involved in packing orders of products in readiness for despatch.

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### Performance criteria

You must be able to:

#### **Pack orders to specification**

1. follow the health, safety and hygiene requirements
2. identify the correct order documentation, packing location, equipment and materials and method for storing packed goods
3. identify and report any damage to or problems with packing or storage equipment to the appropriate person
4. position packed orders in compliance with company procedures and check that moving items are immobilised
5. check that your packed order matches quality and quantity specifications

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### Knowledge and understanding

You need to know and understand:

1. the hygiene, health and safety requirements and why it is important to follow them
2. why it is important to avoid contamination and damage and what might happen if this is not done
3. types of personal protective clothing and equipment for packing activity and their appropriate use
4. how to work from verbal and written instructions
5. types of packing equipment and materials and how to use them
6. methods of packing orders to specified quality and quantity
7. defects in packing equipment and why it is important to report them immediately
8. consequences of leaving mobile equipment unsecured
9. why it is important to pack within the required timescales for despatch
10. potential hazards relating to work areas for packing food and drink products

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