

## Carry out product changeovers in food and drink operations

### 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 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.

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**Performance criteria**

You must be able to:

**Prepare for changeovers**

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 down time 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 that are in contact with ingredients and product are clean
5. assemble required resources and make sure they meet specification before the changeover begins
6. obtain information about the changeover in accordance with organisational specifications
7. obtain the required authorisation, if appropriate, before changeover begins
8. maintain effective communication

**Carry out changeovers**

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 specification and without affecting any other part of the plant
11. maintain effective communication

**Complete changeovers**

12. complete changeover according to the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions
13. communicate that the changeover is complete in accordance with organisational specifications
14. remove change parts in line with specifications
15. report the condition of worn or damaged parts to the relevant person
16. complete the changeover within the specified timescale
17. check that output matches specification and is produced at the required rate following changeover
18. complete all necessary documentation in accordance with organisational requirements

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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 need for authorisation to work, isolation of equipment and services and what may happen if this is not done correctly
3. what recording and communication is needed and how to carry this out correctly and the reasons why it is important to do so
4. what the limits of your own authority and competence are and why it is important to work within them
5. why the changeover is taking place
6. where to obtain and how to interpret specifications and what may happen if this is not done correctly
7. what the purpose and use is of machine isolation guards, interlocks and safety locks
8. functions and use of machine parts, tools and equipment needed for changeovers
9. what materials and resources are required and how to check their suitability
10. time allowed for changeovers
11. difficulties which might arise during changeovers and action to be taken in each case
12. the need for cleaning and what may happen if this is not done when required
13. critical control settings and their effect on production volumes and quality
14. what action to take when problems arise
15. how to recognise wear and tear on change parts
16. why it is important to notify the relevant person that a changeover has been completed and what may happen if this is not done
17. the appropriate action to take when change parts are removed and what may happen if this is not done
18. the need for accurate and prompt records

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