

<b>Title</b>	<b>Load and unload goods in a primary products food processing operation</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>5</b>

<b>Purpose</b>	<p>This unit standard is for experienced people working in the stores area in a distribution operation.</p> <p>People credited with this unit standard are able to: prepare to transport goods; use manual handling equipment to load and unload goods; load and unload goods; shift goods; secure and protect load; and complete documentation, in a primary products food processing operation.</p>
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<b>Classification</b>	Primary Products Food Processing > Primary Products Food Processing - Operational Skills
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<b>Available grade</b>	Achieved
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### Explanatory notes

- 1 Legislation relevant to this unit standard may include but is not limited to – Health and Safety in Employment Act 1992, Health and Safety in Employment Regulations 1995, Hazardous Substances and New Organisms Act 1996, Food (Safety) Regulations 2002, depending on the candidate’s work sector.
- 2 Definitions
 

*Organisational requirements* – instructions to staff on policies and procedures which are documented in memo, electronic or manual format and are available in the workplace.

*Goods* may include but are not limited to – those requiring controlled temperature storage.

*Product safety control measures* – the methods used to control food safety hazards. Control method, requirements, and record keeping are specified in workplace food safety procedures which typically form part of a workplace food safety program.

*Manual handling equipment* may include but is not limited to – pallet jacks, trucks and trolleys.

*Loads* may include but are not limited to – hazardous goods.

*Loads or materials transferred* may be – packaged, loose, or liquid form.

*Manual handling techniques* include but are not limited to – lifting, lowering, carrying, pushing and pulling. It may also include team lifting.

*Primary products food processing operation* – covers a meat processing, dairy processing, seafood or baking yeasts manufacturing operation
- 3 Evidence for the practical components of this unit standard must be supplied from the workplace.

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## Outcomes and evidence requirements

### Outcome 1

Prepare to transport goods in a primary products food processing operation.

#### Evidence requirements

- 1.1 Product storage vehicles and containers are prepared for use in accordance with organisational requirements.
- 1.2 Product is loaded and secured to meet transportation, any temperature control, and organisational requirements.
- 1.3 Personal hygiene, hand washing and pathogen control procedures are followed in accordance with organisational requirements.
- 1.4 Product safety control measures are monitored to ensure that food safety is maintained, where required, during transport, in accordance with organisational requirements.  
  
Range control measures may include but are not limited to – handling, storage methods, sensory checks, sampling, segregation, temperature control, packaging, or labelling.
- 1.5 Where product safety control requirements are not met, the incident is promptly reported and corrective action is taken, in accordance with organisational requirements.

### Outcome 2

Use manual handling equipment to load and unload goods in a primary products food processing operation.

#### Evidence requirements

- 2.1 Load is relocated using manual handling equipment in accordance with legislative and organisational requirements.
- 2.2 Safe shifting of goods is explained in terms of storage system requirements.  
  
Range storage system requirements include but are not limited to – site and work area layout; signage and symbols used to identify storage and handling requirements, and contents of stores; materials movement requirements and procedures; housekeeping for work area; record keeping.

- 2.3 Safe shifting of goods is explained in terms of manual handling safety issues and safety practices.

Range safety issues and practices include but are not limited to – load limits for mechanical lifting aids and equipment used in the workplace, health and safety hazards and controls associated with operating load shifting equipment, quality assurance and food safety issues relating to materials handling responsibilities, hazard and emergency control policies and procedures.

### **Outcome 3**

Load and unload goods in a primary products food processing operation.

#### **Evidence requirements**

- 3.1 Load characteristics are identified in terms of determining loading and unloading procedures.
- 3.2 Dangerous or hazardous goods are identified and handled in accordance with required procedures for dangerous or hazardous goods.
- 3.3 Loading demonstrates compliance with loading regulations and workplace safety requirements.
- 3.4 Lifting aids and appliances are selected and used to aid loading procedures in compliance with workplace procedures and safety legislation.
- 3.5 Unloading activities are conducted in a safe manner in terms of suitable locations, storage, safe use of equipment and the balance of the remaining load.

### **Outcome 4**

Shift goods in a primary products food processing operation.

#### **Evidence requirements**

- 4.1 Load relocation requirements are confirmed in accordance with organisational requirements.
- 4.2 Load is relocated in accordance with organisational requirements.
- 4.3 Storage system requirements are adhered to in accordance with organisational requirements.
- 4.4 Safety issues and safety practices are complied with in accordance with organisational requirements.

### **Outcome 5**

Secure and protect load in a primary products food processing operation.

**Evidence requirements**

- 5.1 Load is secured using the correct load restraint and protection equipment for different loads and carrying and storage conditions.
- 5.2 The load is protected in accordance with legal and workplace safety requirements.
- 5.3 The distribution of the load is checked in terms of stability, legal requirements and within safe working capacity.

**Outcome 6**

Complete documentation in a primary products food processing operation.

**Performance criteria**

- 6.1 The load is inspected and checked for security to travel according to organisational requirements.
- 6.2 All documentation for the goods is completed in accordance with organisational requirements.

<b>Replacement information</b>	This unit standard replaced unit standard 19991 and unit standard 21127.
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<b>Planned review date</b>	31 December 2020
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**Last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	17 September 2015	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0033
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

**Please note**

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMRs). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

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**Comments on this unit standard**

Please contact the Primary Industry Training Organisation [standards@primaryito.ac.nz](mailto:standards@primaryito.ac.nz) if you wish to suggest changes to the content of this unit standard.