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| Title | Prepare to transport, and load and unload goods in a primary products food processing operation | | |
| Level | 4 | Credits | 5 |

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| Purpose | 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; relocate goods; secure and protect load; and complete documentation for the load, in a primary products food processing operation. |
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| Classification | Primary Products Food Processing > Primary Products Food Processing - Operational Skills |
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| Available grade | Achieved |
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Guidance Information

- 1 Legislation relevant to this unit standard may include but is not limited to:
 - Food (Safety) Regulations 2002;
 - Hazardous Substances and New Organisms Act 1996;
 - Health and Safety at Work Act 2015;
 - Health and Safety in Employment Regulations 1995; and any subsequent amendments.

- 2 Definitions

Control method, requirements, and record keeping are specified in workplace food safety procedures which typically form part of a workplace food safety program.

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

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.

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

Primary products food processing operation – covers a meat, dairy, seafood, fruit and vegetable and honey processing, food and beverage manufacturing, and other related industries.

Product safety control measures – the methods used to control food safety hazards.

- 3 Evidence for the practical components of this unit standard must be supplied from the workplace.

- 4 All evidence presented in this unit standard must be in accordance with organisational requirements.

Outcomes and performance criteria

Outcome 1

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

Performance criteria

- 1.1 Prepare product storage transportation equipment for use.
- Range vehicles, forklifts, containers, manual handling equipment.
- 1.2 Load and secure product to meet transportation and any temperature control requirements.
- 1.3 Follow personal hygiene, hand washing and pathogen control procedures, and use of Personal Protective Equipment (PPE) and safety equipment.
- 1.4 Monitor product safety control measures to ensure that food safety is maintained, where required, during transport.
- Range control measures may include but are not limited to – handling, storage methods, sensory checks, sampling, segregation, temperature control, packaging, or labelling; evidence of four control measures is required.
- 1.5 Report product safety control requirements that have not been met, report incident, and take corrective action.

Outcome 2

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

Performance criteria

- 2.1 Relocate load using manual handling equipment in accordance with legislative requirements.
- 2.2 Describe safe shifting of goods in terms of storage system requirements.
- Range storage system requirements may 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 evidence of four storage system requirements is required.

2.3 Describe safe shifting of goods in terms of manual handling safety issues and safety practices.

Range safety issues and practices may 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; evidence of four safety issues and practice is required.

Outcome 3

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

Performance criteria

3.1 Identify load characteristics in terms of determining loading and unloading procedures.

3.2 Identify and handle goods in accordance with required procedures.

3.3 Load goods ensuring compliance with loading regulations and workplace safety requirements.

3.4 Select and use lifting aids and appliances to aid loading procedures in compliance with safety legislation.

3.5 Conduct unloading activities in a safe manner in terms of suitable locations, storage, safe use of equipment and the balance of the remaining load.

Outcome 4

Relocate goods in a primary products food processing operation.

Performance criteria

4.1 Confirm load relocation requirements.

4.2 Relocate load.

4.3 Adhere to storage system requirements.

4.4 Comply with safety issues and safety practices.

Outcome 5

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

Performance criteria

- 5.1 Secure load using the correct load restraint and protection equipment for different loads, and carrying and storage conditions.
- 5.2 Protect the load in accordance with legislative and workplace safety requirements.
- 5.3 Check the distribution of the load in terms of stability, legislative requirements and within safe working capacity.

Outcome 6

Complete documentation for the load in a primary products food processing operation.

Performance criteria

- 6.1 Inspect and check the load for security to travel.
- 6.2 Complete all documentation for the goods.

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| Replacement information | This unit standard replaced unit standard 19991 and unit standard 21127. |
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| Planned review date | 31 December 2026 |
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Last date for assessment for superseded versions

| Process | Version | Date | Last Date for Assessment |
|--------------|---------|-------------------|--------------------------|
| Registration | 1 | 17 September 2015 | 31 December 2024 |
| Review | 2 | 24 March 2022 | N/A |

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

Comments on this unit standard

Please contact the Hanga-Aro-Rau Manufacturing, Engineering, and Logistics Workforce Development Council qualifications@hangaarorau.nz if you wish to suggest changes to the content of this unit standard.