

Title	Receive, store, and issue materials for food or related products production		
Level	3	Credits	3

Purpose	People credited with this unit standard are able to: receive; store; and issue materials for food or related products production.
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Classification	Food and Related Products Processing > Food and Related Product Storage and Distribution
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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 the:
Health and Safety at Work Act 2015.
Food Act 2014.
Food Regulations 2015.
Resource Management Act 1991.
- 2 Definitions
Materials refer to any of dry, wet, dangerous, volatile; bulk, by unit lot, frozen, temperature controlled, cleaning, packaging, raw materials, or ingredients.
Organisational procedures refer to documents that include: worksite rules, codes, and practices; equipment operating instructions; manufacturer's specifications; production specifications; documented quality management systems; and health and safety requirements, including the use of PPE.
PPE refers to personal protective equipment such as protective clothing, gloves, safety glasses, headwear, footwear, hearing protection, safety devices.
Related products refer to beverages, household products, or personal care products.
- 3 Assessment information
All activities and evidence must be in accordance with organisational procedures.

Outcomes and performance criteria

Outcome 1

Receive materials for food or related products production.

Performance criteria

- 1.1 Materials are received.

1.2 Materials received are checked.

Range may include but is not limited to – correct product, allergenic, quantity, condition, material integrity.

1.3 Non-conforming material is identified and isolated, and corrective action to minimise production impact is taken.

1.4 Interested parties are informed of received materials.

Range interested parties may include but are not limited to – supervisor, production, purchasing, stores.

Outcome 2

Store materials for food or related products production.

Performance criteria

2.1 Materials are stored.

2.2 The stored materials are checked to ensure they are secure, in a stable position, and at a temperature that optimises product life.

2.3 Volatile and hazardous materials are kept separate from materials.

2.4 Materials are stored using accurate, clear, and legible identification.

2.5 Materials are stored accessibly with time sensitive stock available for use first.

2.6 Non-conforming materials are quarantined, and corrective action is taken to minimise detrimental impact to production and/or surrounding product.

2.7 Materials storage capacity is maximised.

Outcome 3

Issue materials for food or related products production.

Performance criteria

3.1 Materials for food or related products production are issued.

3.2 Requisitioned product is issued.

3.3 Issued materials are checked to ensure they are free from contamination, fit for purpose, and meet product specifications.

Planned review date	31 December 2025
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	27 August 1996	31 December 2022
Revision	2	15 May 1998	31 December 2022
Review	3	19 August 2004	31 December 2022
Review	4	11 December 2009	31 December 2022
Review	5	25 February 2021	N/A

Consent and Moderation Requirements (CMR) reference	0013
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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 Competenz qualifications@competenz.org.nz if you wish to suggest changes to the content of this unit standard.