



Food Manufacture

Despatch and Transport Department

Lesson 1

Improve your knowledge of the dispatch and transport department in a food factory classifying the key roles and actions within the department with completion of this course.





Learning Objectives

- Understand the function of the despatch department.
- Define storage requirements in the despatch department.
- Recognise how to prepare an order for despatch.
- List how to move product orders safely.
- Recognise how to pick orders for despatch.
- Describe how a scanner is used when picking orders.





Learning Objectives

- Interpret how to check the condition of the product.
- Define the use of Personal Protective Equipment in the despatch department.
- Understand how to load orders onto despatch vehicles correctly and safely.
- Define the procedures which ensure product safety and quality during transport.





Learning Objectives

- Identify relevant vehicle requirements.
- State important transportation procedures.
- Identify health and safety requirements in the despatch department.
- Describe manual handling and equipment potential risks.
- Compile actions taken to prevent accidents and injuries from occurring.





**The despatch
department in a
food factory is
the final stage
of the factory
process
operation.**



**Finished
packed product
is stored in the
despatch
department
ready to be
sent to the
customer.**



Despatch Department

The despatch department is a large storage area where finished product will wait to be despatched.

The storage area may be maintained at a specific temperature e.g. an ambient, chilled or frozen temperature depending on the requirement of the product being stored there.



Despatch Department

The despatch storage area is kept clean to prevent any pest infestations. A cleaning procedure is followed in this area.





**All finished product
in despatch is
stored safely to
prevent any
accidents, damage
or contamination
e.g. wrapped
stacked pallets.**





Despatch Department

All products stored in the despatch department are recorded onto a system so there is a record of the specific product, its condition, any checks performed and its potential customer destination.





Despatch Department

Product is stored in a specific area in the despatch department.

Some factories store different customers in different sections and others which may have space restrictions store product in the order which they are going to be despatched.



There is a dedicated area for any product which poses a high risk of causing allergen contamination. Segregation will prevent any cross contamination.



Revision Activity 1

What information about the product is recorded onto a system in the despatch department?