



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **FDFOP1006A Monitor process operation**

**Revision Number: 1**

## FDFOP1006A Monitor process operation

### Modification History

Not applicable.

### Unit Descriptor

<b>Unit descriptor</b>	This unit of competency covers the skills and knowledge required to monitor the operation of equipment used in a production process.
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### Application of the Unit

<b>Application of the unit</b>	<p>This unit has application in a food production environment. It typically targets the production worker responsible for monitoring that equipment is operating according to standard operating procedures. Monitoring typically includes visual inspection and checking and replenishing of consumables.</p> <p>When applied to the pharmaceutical industry, relevant Good Manufacturing Practice (GMP) codes apply and reference to food safety is replaced by GMP.</p>
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### Licensing/Regulatory Information

Not applicable.

### Pre-Requisites

<b>Prerequisite units</b>		

## Employability Skills Information

<b>Employability skills</b>	This unit contains employability skills.
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## Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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## Elements and Performance Criteria

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
1. Monitor equipment operation	1.1. Equipment is inspected and monitored to confirm safety and operating condition 1.2. The process is monitored to confirm performance is maintained within specification 1.3. Materials and consumable levels are maintained as required 1.4. Workplace records are maintained in accordance with workplace requirements 1.5. Work is conducted in accordance with workplace environmental guidelines 1.6. The work area is maintained according to housekeeping standards
2. Identify and respond to non-conformance	2.1. Out-of-specification product, process and equipment performance is identified rectified and/or reported according to workplace procedures

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

#### Required skills

##### *Ability to:*

- select, fit and use appropriate personal protection clothing and/or equipment
- monitor the process and equipment operation to maintain the process within the required parameters, such as conducting visual inspections and basic tests
- monitor supply and flow of materials and/or consumables to and from the process, such as replenishing material inputs and removing processed materials or product
- identify and take action to correct out-of-specification results within level of responsibility (where corrective action is outside level of responsibility, report to appropriate personnel)
- maintain work area to meet housekeeping standards
- sort, collect, treat, recycle or dispose of waste according to enterprise procedures
- demonstrate shutdown and cleaning sequence according to enterprise procedures
- record workplace information according to enterprise procedures
- use oral communication skills/language competence to fulfil the job role as specified by the organisation, including questioning, active listening, asking for clarification and seeking advice from supervisor
- work cooperatively within a culturally diverse workforce

#### Required knowledge

##### *Knowledge of:*

- purpose of equipment
- required output and quality requirements to be met by the process
- basic operating principles of equipment used, such as main equipment components, status and purpose of guards, and emergency stop, isolation and lockout controls, and where required, the operating features of the control panel and the relationship between control panel functions and the physical equipment
- common causes of faults or unacceptable performance and action required within level of responsibility
- procedures and responsibility for reporting problems
- occupational health and safety (OHS) hazards and controls
- waste handling requirements and procedures related to process operation
- shutdown and cleaning procedure where relevant
- recording system and responsibilities where relevant

## Evidence Guide

<b>EVIDENCE GUIDE</b>	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p><b>Overview of assessment</b></p>	<p>Assessment must be carried out in a manner that recognises the cultural and literacy requirements of the assessee and is appropriate to the work performed. Competence in this unit must be achieved in accordance with food safety standards and regulations.</p>
<p><b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b></p>	<p>Evidence of ability to:</p> <ul style="list-style-type: none"> <li>• identify requirements for safe and compliant operation of equipment</li> <li>• identify common non-compliances</li> <li>• report non-compliances</li> <li>• complete workplace records as required</li> <li>• apply safe work practices and identify OHS hazards and controls</li> <li>• safely shut down equipment</li> <li>• apply food safety procedures.</li> </ul>
<p><b>Context of and specific resources for assessment</b></p>	<p>Assessment must occur in a real or simulated workplace where the assessee has access to:</p> <ul style="list-style-type: none"> <li>• work procedures, including advice on safe work practices</li> <li>• production schedules and specifications</li> <li>• MSDS where appropriate</li> <li>• production/packaging equipment and related services</li> <li>• materials and consumables as required</li> <li>• relevant OHS clothing and equipment</li> <li>• housekeeping standards and procedures.</li> </ul>
<p><b>Method of assessment</b></p>	<p>This unit should be assessed together with core units and other units of competency relevant to the function or work role.</p>
<p><b>Guidance information for assessment</b></p>	<p>To ensure consistency in one's performance, competency should be demonstrated on more than one occasion over a period of time in order to cover a variety of circumstances, cases and responsibilities, and where possible, over a number of assessment activities.</p>

## Range Statement

<b>RANGE STATEMENT</b>	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. <b>Italicised</b> wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<b>Policies and procedures</b>	Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements.
<b>Workplace information</b>	<p>Workplace information may include:</p> <ul style="list-style-type: none"> <li>• standard operating procedures (SOPs)</li> <li>• specifications</li> <li>• production schedules</li> <li>• labels and codes</li> <li>• safety signs and symbols</li> <li>• materials safety data sheets (MSDS)</li> <li>• standard forms</li> <li>• verbal messages</li> <li>• requests or instructions</li> </ul>
<b>Process operation and monitoring functions</b>	<p>Process operation and monitoring functions may involve:</p> <ul style="list-style-type: none"> <li>• the use of a computer keyboard or control panel</li> </ul>

## Unit Sector(s)

<b>Unit sector</b>	Operational
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## Competency field

<b>Competency field</b>	
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## Co-requisite units

<b>Co-requisite units</b>		