



Australian Government

PMBPREP206 Prepare materials to formulae

Release: 1

PMBPREP206 Prepare materials to formulae

Modification History

Release 1. Supersedes and is equivalent to PMBPREP206C Prepare materials to formulae

Application

This unit of competency covers the skills and knowledge required to prepare materials to formulae for production or product finishing.

This unit of competency applies to production support operators or those in similar roles who are required to plan the work sequence, measure and combine ingredients according to formulae, minimise/eliminate contamination risk, and recognise routine and non-routine problems and take appropriate action.

This unit of competency applies to an individual working alone or as part of a team or group and working in liaison with other shift team members, team leader and supervisor, as appropriate.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Preparation

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

<p>1 Identify requirements to handle materials</p>	<p>1.1 Read and interpret specifications for materials and identify materials</p> <p>1.2 Identify units of measurement and matching measuring equipment</p> <p>1.3 Know the tolerances of measuring equipment and relate them to the impact of over/under measurement of</p>
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- ingredients on production process and quality
- 1.4 Follow procedures to identify and control hazards
 - 1.5 Read workplace procedures and use them to plan work sequence
- 2 **Prepare for assembly of ingredients**
- 2.1 Calibrate or zero equipment for measurement and/or identify appropriate measurement scales
 - 2.2 Set up and fit required personal protective equipment (PPE) and engineering controls
 - 2.3 Assemble equipment for dealing with emergencies
 - 2.4 Check work area for cleanliness
 - 2.5 Identify sources of potential contamination and take steps to minimise/eliminate contamination risk
- 3 **Assemble ingredients**
- 3.1 Collect ingredients
 - 3.2 Weigh/measure ingredients according to procedure
 - 3.3 Follow appropriate workplace approved sequence for combination of materials
 - 3.4 Follow standard operating procedures (SOPs) and observe appropriate safety measures when conducting work
 - 3.5 Check for correctness of colour to standard
 - 3.6 Take action specified in procedures if materials/assembled ingredients do not appear to meet requirements
 - 3.7 Complete workplace records
 - 3.8 Store unused ingredients, and clean and store equipment
- 4 **Respond to routine problems**
- 4.1 Recognise known problems that occur during the operation

- to procedures**
- 4.2 Identify and take action on causes of routine problems
 - 4.3 Log problems as required
 - 4.4 Identify non-routine process and quality problems and take appropriate action

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Regulatory framework The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used.

Applicable legislation, regulations, standards and codes of practice include:

- health, safety and environmental (HSE) legislation, regulations and codes of practice relevant to the workplace and hazardous materials
 - Australian/international standards relevant to the materials being used and products being made
 - any relevant licence and certification requirements.
- All operations to which this unit applies are subject to stringent HSE requirements, which may be imposed through state/territory or federal legislation, and these must not be compromised at any time. Where there is an apparent conflict between performance criteria and such requirements the legislative requirements take precedence.

Procedures All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, and include one or any combination of:

- emergency procedures
- work instructions
- SOPs
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant.

Tools and equipment

Tools and equipment include:

- measurement equipment.

Additional tools and equipment will be selected as required from:

- knives and other bag opening equipment
- hoists/lifting equipment not requiring any special permits or licences
- basic hand tools required for opening of material packaging
- relevant PPE.

Hazards

Hazards must be identified and controlled. Identifying hazards requires consideration of:

- weight, shape, volume of materials to be handled
- hazardous products and materials
- sharp edges, protrusions or obstructions
- slippery surfaces, spills or leaks
- heat, smoke, dust, vapours or other atmospheric hazards
- high temperatures
- electricity
- gas
- gases and liquids under pressure
- structural hazards
- equipment failures
- machinery, equipment and product mass
- other hazards that might arise.

Routine problems

Routine problems must be resolved by applying known solutions.

Routine problems are predictable and include one or more of:

- incorrect raw materials being used
- contamination of raw materials
- incorrect formulae being selected
- incorrect mixing techniques and/or order of adding ingredients
- cleanliness of the mixing area and/or utensils
- combining inappropriate materials
- variations in materials
- variations in quality of mixture.

Known solutions are drawn from one or more of:

- procedures
- training
- remembered experience.

Non-routine problems must be reported according to according to relevant procedures.

Unit Mapping Information

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Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=932aacef-7947-4c80-acc6-593719fe4090>