



**Australian Government**

# **FBPBP2005 Operate the electronic coding process**

**Release: 1**

## FBP BPG2005 Operate the electronic coding process

### Modification History

| Release   | Comments                                                                                       |
|-----------|------------------------------------------------------------------------------------------------|
| Release 1 | This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0. |

### Application

This unit of competency describes the skills and knowledge required to set up, operate and shut down the electronic coding process.

The unit applies to individuals who work under general supervision in bottling and packaging and are responsible for operating and monitoring the electronic coding process and associated equipment.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

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

### Pre-requisite Unit

Nil

### Unit Sector

Bottling and Packaging (BPG)

### Elements and Performance Criteria

| Elements                                          | Performance Criteria                                                                                                                                                                                                                                                                 |
|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Elements describe the essential outcomes.</i>  | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>                                                                                                                                                                               |
| 1. Prepare to operate electronic coding equipment | 1.1 Confirm work instructions including identifying potential health and safety in the workplace hazards and controls with supervisor<br>1.2 Select, fit and use appropriate personal protective equipment<br>1.3 Ensure that product and materials are available to meet electronic |

| Elements                                             | Performance Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Elements describe the essential outcomes.</i>     | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                                      | coding requirements<br>1.4 Ensure that services are available and ready for operation<br>1.5 Prepare electronic coding equipment and check to confirm readiness for use<br>1.6 Set up equipment to meet coding requirements                                                                                                                                                                                                                                                                                                                                                       |
| 2. Input, store and retrieve data                    | 2.1 Access data according to workplace procedures<br>2.2 Enter data to meet coding requirements<br>2.3 File and retrieve data to meet coding requirements<br>2.4 Follow security procedures according to workplace procedures                                                                                                                                                                                                                                                                                                                                                     |
| 3. Operate and monitor the electronic coding process | 3.1 Start-up electronic coding equipment according to operating instructions<br>3.2 Monitor control points to confirm performance is maintained within equipment operation specification<br>3.3 Code product according to specification<br>3.4 Monitor electronic coding equipment to confirm operating condition<br>3.5 Identify, rectify and report out-of-specification end product, process and equipment performance according to workplace procedures<br>3.6 Liaise with operators in other work areas to ensure ongoing packaging process runs efficiently and effectively |
| 4. Shut down the bottle supply process               | 4.1 Shut down electronic coding equipment according to operating instructions<br>4.2 Prepare electronic coding equipment for cleaning according to workplace procedures                                                                                                                                                                                                                                                                                                                                                                                                           |
| 5. Conduct housekeeping activities                   | 5.1 Carry out cleaning and maintenance procedures<br>5.2 Collect, treat and dispose of or recycle waste generated by both the process and cleaning procedures<br>5.3 Record workplace information according to workplace procedures                                                                                                                                                                                                                                                                                                                                               |

## Foundation Skills

*This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.*

| Skill                      | Description                                                                                                                                                                                                                                           |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reading                    | <ul style="list-style-type: none"><li>Interpret key messages in standard operating procedures</li></ul>                                                                                                                                               |
| Numeracy                   | <ul style="list-style-type: none"><li>Identify and comprehend relevant mathematical information in operating instructions, specifications and electronic coding requirements</li></ul>                                                                |
| Navigate the world of work | <ul style="list-style-type: none"><li>Follow clear instructions within defined level of responsibility</li><li>Recognise organisational expectations and follows explicit protocols and procedures</li><li>Seek clarification when required</li></ul> |
| Get the work done          | <ul style="list-style-type: none"><li>Respond to routine problems using step by step instruction and procedures</li></ul>                                                                                                                             |

## Unit Mapping Information

| Code and title current version                     | Code and title previous version                     | Comments                                                                                                       | Equivalence status |
|----------------------------------------------------|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------|--------------------|
| FBPBP2005<br>Operate the electronic coding process | FDFBP2005A<br>Operate the electronic coding process | Updated to meet Standards for Training Packages<br><br>Minor changes to Performance Criteria to clarify intent | Equivalent unit    |

## Links

Companion Volume Implementation Guides are found in VETNet: -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4>