



**Australian Government**

# **FBPBP3008 Operate an automated carton packing process**

**Release: 1**

## FBPBPG3008 Operate an automated carton packing process

### Modification History

| Release   | Comments                                                                                   |
|-----------|--------------------------------------------------------------------------------------------|
| Release 1 | This version released with Food, Beverage and Pharmaceutical Training Package Version 4.0. |

### Application

This unit of competency describes the skills and knowledge required to set up, operate and shut down an automated carton packing process using a range of complex equipment, including a case packing machine, divider inserter, case sealer, conveyers and other quality control equipment.

The unit applies to individuals who work under broad direction in a packaging environment and are responsible for operating and monitoring a carton packing process, including safety compliance, production changeovers, consumables, cleaning and solving problems that arise with the process. Operators are responsible for solving problems that arise with machinery and reporting unresolved problems to technical specialists.

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 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 for packing                           | 1.1 Check work order to determine number and type of cartons, and                                      |

| Elements                                          | Performance Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Elements describe the essential outcomes.</i>  | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                                   | <p>other packing consumables required</p> <p>1.2 Select, fit correctly and use required personal protective equipment</p> <p>1.3 Check machinery maintenance charts and rectify or report any items that require maintenance</p> <p>1.4 Check and set machine format to meet the requirements of products and cartons specified in work order</p> <p>1.5 Check all machine safety equipment is operational</p> <p>1.6 Confirm quality inspection systems and equipment are correctly fitted and functional</p> <p>1.7 Confirm serviceability of conveyors and reset all counters</p>                                                                                                                                                       |
| 2. Operate and monitor the carton packing process | <p>2.1 Carry out test run and adjust as required to meet packing specifications</p> <p>2.2 Ensure supply of consumables for packaging process</p> <p>2.3 Carry out quality checks on sample cartons and complete records according to workplace requirements</p> <p>2.4 Apply problem-solving principles and techniques to identify and rectify machine faults according to workplace procedures</p> <p>2.5 Clean up spillages and breakages according to workplace procedures</p> <p>2.6 Ensure quantity, process efficiency and quality specifications are met</p> <p>2.7 Report major process problems and products that do not meet specifications</p> <p>2.8 Handover carton packing process to another team member when required</p> |
| 3. Change over packing run                        | <p>3.1 Prepare equipment and consumables for upcoming product change</p> <p>3.2 Check and record product counters to ensure an accurate changeover</p> <p>3.3 Coordinate team members to assist with changeover</p> <p>3.4 Apply isolation measures according to workplace requirements</p> <p>3.5 Empty machine of product and complete required changeover, and confirm parts, sensors, rails and stoppers have been adjusted and set</p> <p>3.6 Complete end-of-run carton packing records and reports</p>                                                                                                                                                                                                                              |

| Elements                                         | Performance Criteria                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Elements describe the essential outcomes.</i> | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>                                                                                                                                                                                                                                                                                                                  |
|                                                  | 3.7 Remove and store unused consumables and equipment parts not required after changeover<br>3.8 Conduct test run and make adjustments as required                                                                                                                                                                                                                                                                      |
| 4. Shut down the carton packing process          | 4.1 Empty machinery and equipment of packaged products<br>4.2 Shut down machinery according to workplace procedures<br>4.3 Remove and store unused packing materials<br>4.4 Complete carton packing records and reports<br>4.5 Clean and maintain packing machinery and equipment<br>4.6 Dispose of waste according to workplace and environmental procedures<br>4.7 Report issues requiring maintenance by technicians |

## 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 technical text and symbols in machinery operations manuals</li> </ul>                 |
| Writing            | <ul style="list-style-type: none"> <li>Complete quality reports using correct terminology</li> </ul>                                   |
| Numeracy           | <ul style="list-style-type: none"> <li>Estimate and calculate quantity, weight and rate related to operating a packing line</li> </ul> |
| Oral communication | <ul style="list-style-type: none"> <li>Use industry terminology to communicate with team members</li> </ul>                            |

## Unit Mapping Information

| Code and title current version | Code and title previous version | Comments | Equivalence status |
|--------------------------------|---------------------------------|----------|--------------------|
|                                |                                 |          |                    |

|                                                                 |                |                                                                    |               |
|-----------------------------------------------------------------|----------------|--------------------------------------------------------------------|---------------|
| FBPBPG3008<br>Operate an automated<br>carton packing<br>process | Not applicable | The unit has been created<br>to address an industry<br>requirement | Newly created |
|-----------------------------------------------------------------|----------------|--------------------------------------------------------------------|---------------|

## Links

Companion Volumes, including Implementation Guides, are available at VETNet: -  
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4>