



Australian Government

FBPBPG4003 Coordinate wine operations packaging processes

Release: 1

FBP BPG4003 Coordinate wine operations packaging processes

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 coordinate work teams to set up, operate, hand over and shut down wine operation packaging processes, including de-palletising, filling, labelling carton erecting, carton packing, coding and palletising.

The unit applies to individuals who work in an industrial packaging plant and are responsible for coordinating several work teams in wine operations packaging processes. They take responsibility for their own work and the outcomes of others and apply high level planning and problem-solving skills. The processes may also include soft pack filling and storage of palletised wine.

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 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 coordinate	1.1 Confirm handover information from previous shift

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
a packaging shift	1.2 Check work orders and requirements for shift 1.3 Determine machinery and equipment preparation work required for the shift 1.4 Confirm capacity of equipment and consumables for required volumes 1.5 Identify and prioritise work tasks and allocate team responsibilities 1.6 Schedule team member rest and meal breaks according to workplace requirements and environmental conditions 1.7 Coordinate equipment checks and set-up, ensuring safety equipment is operational 1.8 Coordinate supply of consumables
2. Monitor the packaging process	2.1 Oversee handover or start-up of packaging processes 2.2 Check workplace health and safety, housekeeping and staff welfare 2.3 Apply approved problem-solving principles and techniques to identify and rectify product, process, machine, equipment and operator faults 2.4 Ensure quantity, productivity and quality specifications are met 2.5 Report and isolate any outcomes that do not meet specifications, and major process problems 2.6 Report maintenance issues to machinery and equipment technicians 2.7 Communicate with packaging process team members and other team leaders about information that impacts on their work 2.8 Ensure accurate completion of records
3. Coordinate product changeover	3.1 Ensure packaging run of current product is complete 3.2 Coordinate cleaning and sanitising of machinery and equipment according to workplace requirements 3.3 Ensure equipment and consumables are ready for upcoming product 3.4 Oversee start-up of packaging processes for new product 3.5 Ensure completion of changeover records
4. Coordinate shutdown	4.1 Ensure final packaging run is complete

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
of the packaging processes	4.2 Coordinate cleaning of machinery and equipment 4.3 Advise machine technicians that machinery and equipment are ready for maintenance 4.4 Ensure disposal of waste according to workplace and environmental procedures 4.5 Ensure accurate completion of shutdown records

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	Interpret technical text and symbols in machinery operations manuals and procedures
Writing	Complete quality reports using correct terminology
Numeracy	- Estimate and calculate volumes in litres - Estimate and calculate quantity, time and ratio - Measure and calculate flow rates, including volume per hour
Oral communication	- Use active listening skills when gathering information from others - Give clear instructions using industry terminology

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPBPG4003 Coordinate wine operations packaging processes	Not applicable	The unit has been created to address an industry 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>