



Australian Government

FBPOPR2020 Operate a form, fill and seal process

Release: 1

FBPOPR2020 Operate a form, fill and seal process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a form, fill and seal process.

This unit applies to individuals who work under general supervision and exercise limited autonomy in a food processing packing environment. It typically applies to the worker responsible for applying basic operating principles to the operation and monitoring of a forming, filling and sealing process and associated equipment. This is a primary packaging process to package product into appropriate packaging. It can apply to both aseptic and non-aseptic form and fill processes.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.

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

Pre-requisite Unit

Nil

Unit Sector

Operational (OPR)

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 work in processing area	1.1 Read or listen to work instructions from supervisor and clarify where needed

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>1.2 Identify work health and safety hazards and tell supervisor</p> <p>1.3 Wear appropriate personal protective equipment and ensure correct fit</p> <p>1.4 Confirm that materials and packaging components and consumables are available to meet operating and food safety requirements</p> <p>1.5 Identify and confirm workplace cleaning and maintenance requirements and status</p>
2. Prepare the forming, filling and sealing equipment and process for operation	<p>2.1 Fit and adjust machine components and related attachments to meet safety and operating requirements</p> <p>2.2 Enter operating parameters to meet safety and production requirements</p> <p>2.3 Carry out pre-start checks, adjusting equipment performance according to operating procedures</p>
3. Operate and monitor the forming, filling and sealing process	<p>3.1 Start, operate and monitor the process for variation in operating conditions according to work health and safety and operating procedures</p> <p>3.2 Monitor packaging quality and seal integrity in operating conditions</p> <p>3.3 Identify, rectify and report out-of-specification equipment, product or process outcomes according to workplace requirements</p> <p>3.4 Follow and apply workplace cleaning and environmental procedures</p>
4. Shut down the forming, filling and sealing process	<p>4.1 Identify the appropriate shutdown procedure and implement</p> <p>4.2 Report routine maintenance requirements according to workplace procedures</p> <p>4.3 Maintain workplace records according to workplace procedures</p>

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"> • Interpret workplace and standard operating procedures relevant to job role • Interpret production requirements
Writing	<ul style="list-style-type: none"> • Record operating, routine maintenance and shutdown information on paper-based and electronic media
Numeracy	<ul style="list-style-type: none"> • Monitor and interpret production and process control indicators and data • Monitor supply and flow of materials to and from the process
Navigate the world of work	<ul style="list-style-type: none"> • Apply workplace procedures to own role and responsibilities • Identify skills, knowledge and experience required for performing own role in the workplace • Ask questions to clarify understanding or seek further information
Interact with others	<ul style="list-style-type: none"> • Communicate and report operational and safety information to relevant personnel • Use modes of communication suitable to purpose to confirm understanding when conducting operational start-up and shutdown procedures
Get the work done	<ul style="list-style-type: none"> • Access and interpret process control panels and system • Maintain a clean and hazard-free work area • Identify out-of-specification standards and maintain quality specifications • Confirm equipment status and condition • Interpret process and equipment information to monitor process and respond to abnormal performance and variations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2020 Operate a form, fill and seal process	FDFOPR2020A Operate a form, fill and seal process	Updated to meet Standards for Training Packages	Equivalent unit

Links

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