



Australian Government

Department of Education, Employment and Workplace Relations

FDFBK2002A Operate a pastry forming and filling process

Revision Number: 1

FDFBK2002A Operate a pastry forming and filling process

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the skills and knowledge required to set up, operate, adjust and shut down a process to deposit fillings into a pastry shell or onto a pastry sheet which is then topped or formed to product specifications.
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Application of the Unit

Application of the unit	<p>This unit has application in a production baking environment. It typically targets the production worker responsible for applying basic operating principles to the operation and monitoring of a pastry forming and filling process and associated equipment.</p> <p>When batch or product changeover procedures are part of this work process, the procedures should be used to customise the application of this unit. Where more detailed changeovers are carried out, FDFOP2011A Conduct routine maintenance, should be considered.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<p>1. Prepare the pastry forming and filling equipment and process for operation</p>	<p>1.1. Materials are confirmed and available to meet operating requirements</p> <p>1.2. Cleaning and maintenance requirements and status are identified and confirmed</p> <p>1.3. Machine components and related attachments are fitted and adjusted to meet operating requirements</p> <p>1.4. Processing/operating parameters are entered as required to meet safety and production requirements</p> <p>1.5. Equipment performance is checked and adjusted as required</p> <p>1.6. Pre-start checks are carried out as required by workplace requirements</p>
<p>2. Operate and monitor the pastry forming and filling process</p>	<p>2.1. The process is started and operated according to workplace procedures</p> <p>2.2. Equipment is monitored to identify variation in operating conditions</p> <p>2.3. Variation in equipment operation is identified and maintenance requirements are reported according to workplace reporting requirements</p> <p>2.4. The process is monitored to confirm that specifications are met</p> <p>2.5. Out-of-specification product/process outcomes are identified, rectified and/or reported to maintain the process within specification</p> <p>2.6. The work area is maintained according to housekeeping standards</p> <p>2.7. work is conducted according to workplace environmental standards</p> <p>2.8. Workplace records are maintained according to workplace recording requirements</p>
<p>3. Shut down the pastry forming and filling process</p>	<p>3.1. The appropriate shutdown procedure is identified</p> <p>3.2. The process is shut down according to workplace procedures</p> <p>3.3. Maintenance requirements are identified and reported according to workplace reporting requirements</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- access workplace information to identify pastry forming and filling processing requirements
- select, fit and use personal protective clothing and/or equipment
- confirm supply of necessary materials and services, including the transfer of fillings and pastry to the production line to meet production requirements
- confirm condition of materials, including confirming that pastry types and fillings match product specifications; and that tin spray, water and egg yolk spray are available as required
- determine if rework pastry is suitable for use
- conduct pre-start checks, such as inspecting equipment condition to identify any signs of wear, selecting appropriate settings and/or related parameters, cancelling isolation or lock outs as required, confirming that equipment is clean and correctly configured for pastry forming and filling processing requirements, positioning sensors and controls correctly, confirming any scheduled maintenance has been carried out, ensuring that all safety guards are in place and operational, and trays are available and positioned
- start, operate, monitor and adjust pastry forming and filling process equipment to achieve required outcomes, including monitoring control points and conducting inspections as required to confirm process remains within specification, such as:
 - pastry thickness
 - alignment of deposited filling in relation to pastry sheet or shell
 - amount and/or rate of filling deposited
 - product weight
 - enclosure of pastry product by forming, rolling or covering with a pastry top
 - application of toppings/finishes as required
 - appearance (size and shape)
- monitor supply and flow of materials to and from the pastry forming and filling process and equipment operation to confirm process remains within specification
- take corrective action in response to out-of-specification results
- respond to and/or report equipment failure within level of responsibility
- locate emergency stop functions on equipment
- follow isolation and lock out/tag out procedures as required to take pastry forming and filling process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- demonstrate batch/product changeovers

REQUIRED SKILLS AND KNOWLEDGE

- complete workplace records as required
- maintain work area to meet housekeeping standards
- use process control systems according to enterprise procedures
- collect samples and conduct tests according to enterprise procedures
- conduct routine maintenance according to enterprise procedures
- clean and sanitise equipment according to enterprise procedures
- use oral communication skills/language competence to fulfil the job role as specified by the organisation, including questioning, active listening, asking for clarification and seeking advice from supervisor
- work cooperatively within a culturally diverse workforce

Required knowledge***Knowledge of:***

- purpose and basic principles of the pastry forming and filling process
- basic operating principles of equipment, including main equipment components and attachments, status and purpose of guards, equipment operating capacities and applications, and the purpose and location of sensors and related feedback instrumentation
- how to select and fit appropriate filler heads and/or finishing attachments
- services required and action to take if services are not available
- the flow of the pastry forming and filling process and the effect of outputs on customer satisfaction and downstream processes, such as freezing or baking
- quality requirements of materials/ingredients and effect of variation on pastry forming and filling process performance
- quality standards required of the filled product
- pastry forming and filling process specifications, procedures and operating parameters, including procedures for preparing fillings, operating the depositing process, and operating closing (lidding) and finishing as required by product specifications
- operating requirements and parameters and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including recognition of signs and symptoms of faulty equipment and early warning signs of potential problems
- methods used to monitor the pastry forming and filling production process, including inspecting, measuring and testing as required by the process
- inspection or test points (control points) in the process and the related procedures and recording requirements
- contamination/food safety risks associated with the pastry forming and filling process and corrective action required
- common causes of variation and corrective action required
- occupational health and safety (OHS) hazards and controls, including an awareness of the limitations of protective clothing and equipment relevant to the pastry

REQUIRED SKILLS AND KNOWLEDGE

forming and filling process

- requirements of different shutdowns as appropriate to the process and workplace production requirements, including emergency and routine shutdowns and procedures to follow in the event of a power outage
- isolation, lock out and tag out procedures and responsibilities
- pastry forming and filling process changeover procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the process, including waste/rework collection and handling procedures related to the process
- basic operating principles of process control, where relevant, including the relationship between control panels and systems and the physical equipment
- sampling and testing associated with process monitoring and control where relevant
- routine maintenance procedures where relevant
- cleaning and sanitation procedures where relevant

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>Assessment must be carried out in a manner that recognises the cultural and literacy requirements of the assessee and is appropriate to the work performed. Competence in this unit must be achieved in accordance with food safety standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Evidence of ability to:</p> <ul style="list-style-type: none"> • conduct pre-start checks on machinery used for pastry forming and filling • start, operate, monitor and adjust process equipment to achieve required quality outcomes • take corrective action in response to typical faults and inconsistencies • complete workplace records as required • apply safe work practices and identify OHS hazards and controls • safely shut down equipment • apply food safety procedures to work practices.
<p>Context of and specific resources for assessment</p>	<p>Assessment must occur in a real or simulated workplace where the assessee has access to:</p> <ul style="list-style-type: none"> • personal protective clothing and equipment • work procedures, including advice on safe work practices, food safety, quality and environmental requirements • information on equipment capacity and operating parameters • specifications, control points and processing parameters • production schedule and recipe/batch instructions • pastry forming and filling process and related equipment and services • filling ingredients and pastry to be filled and/or formed • sampling schedules and test procedures and equipment as required • cleaning procedures, materials and equipment as required.

EVIDENCE GUIDE	
Method of assessment	<p>This unit should be assessed together with core units and other units of competency relevant to the function or work role. Examples could be:</p> <ul style="list-style-type: none">• FDFOP2004A Clean and sanitise equipment• FDFOP2011A Conduct routine maintenance• FDFOP2013A Apply sampling procedures• FDFOP2030A Operate a process control interface• MSL973001A Perform basic tests.
Guidance information for assessment	<p>To ensure consistency in one's performance, competency should be demonstrated on more than one occasion over a period of time in order to cover a variety of circumstances, cases and responsibilities, and where possible, over a number of assessment activities.</p>

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Policies and procedures	Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements
Legislative requirements	Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to this industry includes: <ul style="list-style-type: none"> • the Food Standards Code, including labelling, weights and measures legislation • legislation covering food safety, environmental management, OHS, anti-discrimination and equal opportunity
Workplace information	Workplace information may include: <ul style="list-style-type: none"> • standard operating procedures (SOPs) • specifications • production schedules and instructions • manufacturers' advice • standard forms and reports
Equipment	Equipment may include: <ul style="list-style-type: none"> • filling, depositing, forming and weighing equipment • various sized and shaped trays and tins • rework bins in line hoppers <p>Specific conveyor line attachments depend on product types and may include:</p> <ul style="list-style-type: none"> • spike rollers and cutters <p>Weighing and measuring equipment may include:</p> <ul style="list-style-type: none"> • both manual and automated systems <p>Finishing attachments may be used, such as:</p> <ul style="list-style-type: none"> • shakers and topping equipment

RANGE STATEMENT	
Fillings	Fillings may be: <ul style="list-style-type: none"> • sweet or savoury • hot or cold
Shutdown procedures	Shutdown procedures may include: <ul style="list-style-type: none"> • cleaning (in some cases cleaning may be carried out by a dedicated cleaning crew)
Operation of equipment and processes	Operation of equipment and processes may require: <ul style="list-style-type: none"> • the use of process control panels and systems
Services	Services may need to be confirmed. These depend on the nature of the process. Typical examples include: <ul style="list-style-type: none"> • power • steam • water • vacuum • compressed and instrumentation air

Unit Sector(s)

Unit sector	Baking
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		

