



Australian Government

Department of Education, Employment and Workplace Relations

FDFBP2008A Perform packaging equipment changeover

Release: 2

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Modification History

This unit supersedes and is equivalent to FDFBPPECB Perform packaging equipment changeover.

April 2012: Minor typographical corrections.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to prepare, set up and test a multi-stage continuous packaging line.
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Application of the Unit

Application of the unit	This unit has application in a wine operations bottling and packing environment. It typically targets the worker responsible for applying basic operating principles to the preparation, set up and testing of a multi-stage continuous packaging line.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

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.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare to set multi-stage continuous packaging line	1.1 Components are confirmed and available to meet requirements 1.2 Appropriate hand tools are selected and used 1.3 Equipment is safe to set
2. Assemble, set and adjust multi-stage continuous packaging line	2.1 Equipment is assembled in correct sequence 2.2 Equipment components are replaced and set to meet production specifications 2.3 Services are changed as required 2.4 Packaging line is tested to meet specifications and operational requirements 2.5 Packaging line settings are adjusted to meet specifications and operational requirements
3. Complete packaging line changeover	3.1 Waste generated by the process is monitored and cleared according to workplace procedures 3.2 Unused components are stored according to workplace procedures 3.3 Work is conducted in accordance with workplace environmental guidelines 3.4 Operators are instructed as required
4. Record information	4.1 Workplace information is recorded in the appropriate format

Required Skills and Knowledge

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

Required skills include:

Note: The following required skills should be applied as appropriate to the equipment and processes that are used in the particular winery or workplace.

Ability to:

- access workplace information
- select, fit and use appropriate personal protective clothing and/or equipment
- confirm supply of necessary components
- liaise with other work areas, which may include:
 - maintenance personnel
 - operators
- render the equipment safe to set
- change equipment or process components in response to product change and specification. This may include:
 - label size, positioning, shape and type
 - bottle size and shape
 - carton size, type and format
 - capsule size and type
 - product type and style (e.g. still to sparkling wine)
 - closure type or size (e.g. cork to screw top)
 - pallet pattern
- select and use appropriate hand tools
- assemble equipment in correct sequence and replace, insert and/or adjust components to meet new specifications. This may include:
 - conveyor speed
 - direction and orientation of cartons or bottles
 - adding or removing carton inserters
 - glue type or change to tape
 - speed or timing of operation
 - desired temperature for glue or capsule shrinkers and bottle dryers
 - machine heights (e.g. bottle fill and label height)
 - depth of closure (cork)
 - filling pressure
 - product code changes
 - program selection
 - width or positioning of bottle guides
- change services as required. This may include:

- type of inert gas used to flush bags or bottles of cover product
- bottle rinsing method (e.g. water, alcohol or gas)
- flushing lines
- checking pressures, flow rates or quantities used per item
- test the process and equipment operation to identify out-of-specification results or non-compliance. This can involve testing:
 - label height, orientation and adhesion
 - conveyor noise and product spacing
 - carton erection, orientation and seal
 - production capacity (e.g. bottles per hour)
 - fill pressure
- make adjustments to the equipment or process in response to out-of-specification results or non-compliance. This may include adjusting:
 - stars, scrolls and bows
 - mandrels
 - filling head heights
 - label applicators
 - sighting guides
 - operational speeds
- record workplace information
- sort, collect, treat, recycle or dispose of waste according to workplace procedures
- store unused components
- instruct operators as required
- use appropriate cleaning techniques
- maintain work area to meet housekeeping standards
- carry out routine maintenance according to enterprise procedures
- operate the bottle supply, bottle filling, softpack filling, bottle sealing, bottle capsuling, labelling, carton erection, carton packing, tirage and transfer, traditional sparkling wine, electronic coding and/or palletising process according to enterprise procedures
- use oral communication skills/language 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 includes:

Note: The following required knowledge should be applied as appropriate to the equipment and processes that are used in the particular winery or workplace.

Knowledge of:

- lock-out and tag-out procedures
- principles of quick changeover

- equipment purpose and operation, including an understanding of process control systems, where used
- process specification, procedures and operating parameters across the system
- equipment components purpose and operation
- component changes and adjustments required
- test run procedures
- control points and monitoring methods
- services required
- isolation procedures
- material specification and preparation requirements
- Occupational Health and Safety (OHS) hazards and controls
- procedures and responsibility for reporting problems
- environmental issues and control
- routine maintenance procedures where relevant
- operating procedures for bottle supply, bottle filling, softpack filling, bottle sealing, bottle capsuling, labelling, carton erection, carton packing, tirage and transfer, traditional sparkling wine, electronic coding, palletising or other related equipment where relevant

Evidence Guide

EVIDENCE GUIDE	
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.	
Overview of assessment	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.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of ability to: <ul style="list-style-type: none"> • conduct pre-start checks on machinery used for packaging • start, operate, test and adjust packaging equipment • complete workplace records as required • apply safe work practices and identify OHS hazards and controls • complete product changeover.

EVIDENCE GUIDE	
Context of and specific resources for assessment	<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 as required • work procedures, including advice on company practices, safe work practices, food safety, quality and environmental requirements • instructions, information, specifications and schedules as required • equipment, services and corresponding information as required • products and materials as required • internal and external customers and suppliers as required • cleaning procedures, materials and equipment as required • documentation and recording requirements and procedures.
Method of assessment	This unit should be assessed together with other units of competency relevant to the function or work role.
Guidance information for assessment	To ensure consistency in one's performance, competence 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.

Range Statement

RANGE STATEMENT	
<p>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.</p>	
Policies and procedures	Work is carried out in accordance with workplace procedures, licensing requirements and legislative requirements

RANGE STATEMENT	
Workplace information	<p>Workplace information can include:</p> <ul style="list-style-type: none"> • Standard Operating Procedures (SOPs) • specifications • production schedules or instructions • work notes • Material Safety Data Sheets (MSDS) • manufacturer instructions • verbal direction from manager, supervisor or senior operator
Equipment	<p>Equipment will vary according to the bottling and packaging scope of the enterprise, but may include:</p> <ul style="list-style-type: none"> • hand tools • conveyers • depalletisers • bottle rinsers • fillers • closers • cappers • dryers • labellers • carton erectors • carton printers • inserters • sealers • diverters • turners • disgorgers • wirers • de-crowners • packers • neck chillers • coders • palletisers • carton label applicators • invertors • pallet wrappers
Components	<p>Components will vary between equipment, but may include:</p> <ul style="list-style-type: none"> • stars

RANGE STATEMENT	
	<ul style="list-style-type: none"> • scrolls • bows • filling heads • label applicators • packer heads • mandrels • sighting components • bell seals • rams
Equipment status	<p>Confirming equipment status involves:</p> <ul style="list-style-type: none"> • checking that hygiene and sanitation standards, safety standards and pre-start requirements are met and that equipment is operational
Services	<p>Services may include:</p> <ul style="list-style-type: none"> • power • compressed air • water • steam • inert gas • conveyer lubrication • vacuum
Control points	<p>Control points refer to those key points in a work process that must be monitored and controlled. These include:</p> <ul style="list-style-type: none"> • food safety (critical) • quality and regulatory control points • inspection points.
Process set up, operation and monitoring functions	<p>Process set up, operation and monitoring functions may be:</p> <ul style="list-style-type: none"> • manual or involve the use of a process control system
Information systems	<p>Information systems may be:</p> <ul style="list-style-type: none"> • print or screen based

Unit Sector(s)

Unit sector	Wine operations
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Custom Content Section

Not applicable.