



Australian Government

Department of Education, Employment and Workplace Relations

FDFCEL2019A Carry out transfer operations

Release: 2

FDFCEL2019A Carry out transfer operations

Modification History

This unit supersedes and is equivalent to FDFCELTRFB Carry out transfer operations.
April 2012: Minor typographical corrections.

Unit Descriptor

Unit descriptor	This specialist unit has been developed for the cellar stream of the wine sector. It covers the skills and knowledge required to prepare for and carry out transfer operations.
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Application of the Unit

This unit applies to cellar staff in wine making and distilled products enterprises who transfer various types of input and finished products between tankers and storage facilities, between storage facilities and from storage facilities to and from processing equipment. The unit covers operating and monitoring of pumps, hoses, valves, fixed lines and fittings. Product and materials transferred may include a range of wine and/or juice product and water. Equipment control and monitoring may be through manual, or process controls.

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 the transfer process for operation	1.1 Product and materials are confirmed and available to meet transfer requirements 1.2 Product and materials are prepared to meet transfer requirements 1.3 Services are confirmed as available and ready for operation 1.4 Equipment is checked to confirm readiness for use 1.5 The process is set to meet transfer requirements
2. Operate and monitor the transfer process	2.1 The transfer process is started up according to workplace procedures 2.2 Control points are monitored to confirm performance is maintained within specification 2.3 Product is transferred according to specification 2.4 Equipment is monitored to confirm operating condition 2.5 Out-of-specification product, process and equipment performance is identified, rectified and/or reported
3. Shut down the transfer process	3.1 The process is shut down according to workplace procedures 3.2 Equipment is dismantled and prepared for cleaning 3.3 Waste generated by both the process and cleaning procedures is collected, treated and disposed of, or recycled according to workplace procedures 3.4 Work is conducted in accordance with workplace environmental guidelines
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 to identify transfer requirements
- select, fit and use personal protective clothing and/or equipment
- confirm supply of necessary product, materials and services
- liaise with other work areas
- prepare product and materials as required
- confirm equipment status and condition. This may include:
 - confirming availability of destination receival vessels
 - confirming quantity of product in storage vessels
 - cleaning lines and equipment that the product will flow through
 - cleaning and gassing receival tanks
 - checking integrity of pipes, connections and transfer set up
 - selecting appropriate size of pipes or hoses
 - positioning valves
 - checking operation and setting speed of pumps
 - flushing line prior to transfer
- set up and start up the process
- monitor the process and equipment operation to identify out-of-specification results or non-compliance. This may involve monitoring:
 - flow rate
 - finish times
 - ullages
 - balances
 - product loss
 - dilution
 - oxidation
 - relevant product characteristics (e.g. type and faults)
- monitor supply and flow of product and materials to and from the process
- take corrective action in response to out-of-specification results or non-compliance
- report and/or record corrective action as required
- conduct product and batch changeovers
- sort, collect, treat, recycle or dispose of waste
- shut down equipment in response to an emergency situation

- shut down equipment in response to routine shutdown requirements
- record workplace information
- maintain work area to meet housekeeping standards
- prepare equipment for cleaning. This may involve draining and/or dismantling equipment, and removing waste either manually or by rinsing, in preparation for cleaning and sanitation.
- identify, rectify and/or report environmental non-compliance
- take samples according to enterprise procedures
- conduct tests according to enterprise procedures
- carry out routine maintenance 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:

- purpose and principles of transfer
- link to related processes
- stages and changes that occur during transfer
- effect of process stages on end product
- quality characteristics and uses of transferred product
- product and materials preparation requirements and effect of variation on the process
- main methods used in transfer
- process specifications, procedures and operating parameters
- equipment and instrumentation components, purpose and operation
- basic operating principles of process control systems where relevant
- services used
- significance and method of monitoring control points within the process
- common causes of variation and corrective action required
- Occupational Health and Safety (OHS) hazards and controls
- lock-out and tag-out procedures
- procedures and responsibility for reporting problems
- environmental issues and controls
- shutdown and cleaning requirements associated with changeovers and types of shutdowns
- waste handling requirements and procedures
- recording requirements and procedures
- sampling procedures where relevant
- testing procedures where relevant

- routine maintenance 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"> • use personal protective equipment and follow other specified OHS procedures • confirm status and supply of product to be transferred • confirm status and condition of transfer equipment before operation • monitor product and transfer equipment control points during transfer operation, including following procedures to minimise contamination, product loss, dilution and oxidation • take corrective action in response to out-of-specification results or non-compliance • demonstrate knowledge of OHS hazards, controls and emergency procedures • sort, collect, treat, recycle or dispose of waste • record information appropriately.
<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 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

EVIDENCE GUIDE	
	<p>required</p> <ul style="list-style-type: none"> 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
Workplace information	<p>Workplace information can include:</p> <ul style="list-style-type: none"> Standard Operating Procedures (SOPs) specifications production schedules and instructions routine maintenance schedules work notes Material Safety Data Sheets (MSDS) manufacturer instructions verbal direction from manager, supervisor or senior operator
Equipment	<p>Equipment may include:</p> <ul style="list-style-type: none"> various types of pumps (positive displacement and hydrodynamic) hoses

RANGE STATEMENT	
	<ul style="list-style-type: none"> valves (ball, gate, butterfly and non-return) fixed lines fittings
Transfer types	<p>Transfer types may include:</p> <ul style="list-style-type: none"> racking, topping, blending, mixing, lees, and general from tanks to storage tankers
Product and materials	<p>Product and materials may include:</p> <ul style="list-style-type: none"> a range of wine and/or juice product and water
Services	<p>Services may include:</p> <ul style="list-style-type: none"> power water inert gas compressed air
Confirming equipment status	<p>Confirming equipment status involve:</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 checking the operation and calibration of measuring instrumentation
Monitoring the process	<p>Monitoring the process may involve:</p> <ul style="list-style-type: none"> the use of production data
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
Control points	<p>Control points refer to those key points in a work process that must be monitored and controlled. This includes:</p> <ul style="list-style-type: none"> food safety (critical) quality and regulatory control points inspection points
Information systems	<p>Information systems may be:</p> <ul style="list-style-type: none"> print or screen based
Work hazards	<p>Work may involve exposure to:</p> <ul style="list-style-type: none"> chemical, dangerous or hazardous substances

Unit Sector(s)

Unit sector	Wine operations
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Custom Content Section

Not applicable.