



Australian Government

Department of Education, Employment and Workplace Relations

FDFLAB2009A Perform packaging quality control procedures

Release: 2

FDFLAB2009A Perform packaging quality control procedures

Modification History

This unit supersedes and is equivalent to FDFLABPQCA Perform packaging quality control procedures.

April 2012: Minor typographical corrections.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to carry out laboratory tests and inspections on incoming packaging materials and outgoing products. It also covers the underpinning knowledge required to participate in bottling and packaging process improvement activities.
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Application of the Unit

Application of the unit	This unit has application in a wine operations laboratory environment. It typically targets the worker responsible for ensuring packaging procedures meet quality standards.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		
	FDFLAB2011A	Use basic laboratory equipment

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. Identify requirements for packaging testing	1.1 Key features of packaging materials are identified and their quality characteristics explained 1.2 Enterprise packaging line quality assurance policy and procedures are interpreted and applied to the work place
2. Prepare for testing	2.1 Samples are registered and prepared for testing 2.2 Services are confirmed and available and ready for use 2.3 Appropriate equipment is selected, prepared and checked in readiness for use 2.4 Defects in samples, test materials and equipment are identified, rectified and/or reported
3. Perform packaging tests	3.1 Test method is carried out according to workplace procedures 3.2 Equipment and materials are used according to workplace procedures 3.3 Results are read and interpreted accurately 3.4 Out-of-standard results are identified and appropriate action taken
4. Complete packaging tests	4.1 Waste generated by the procedure is disposed of according to workplace procedures 4.2 Equipment is cleaned stored and maintained 4.3 Work is conducted in accordance with workplace environmental guidelines
5. Record information	5.1 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 testing requirements
- interpret enterprise policy and procedures and apply them in the enterprise. These may cover occupational health and safety (OHS) and quality assurance
- select, fit and use appropriate personal protective clothing and/or equipment
- confirm supply of necessary materials, equipment and services
- liaise with other work areas. This may include:
 - laboratory personnel
 - bottling and packaging
 - marketing
 - suppliers
- prepare samples for testing. This may include:
 - verification procedures
 - specific production specifications
 - data logging
- confirm equipment status and condition. This may include:
 - confirming that test equipment is operating accurately
 - recognising and rejecting contaminated or faulty glassware and equipment
 - safety checks
 - replacing consumables
 - instrument setting and calibration
- operate equipment according to workplace procedures and manufacturer instructions
- carry out routine and specialised tests
- read and interpret results as required
- record results as required and complete workplace information
- monitor the process and test equipment to identify out-of-specification results or non-compliance
- identify key features of packaging materials and recognise faults or out-of-specification standards
- take corrective action in response to out-of-specification results, anomalies or non-compliance
- report and/or record corrective action according to workplace procedures
- follow procedures to repeat or validate results as required
- sort, collect, treat, recycle or dispose of waste

- shut down test equipment in response to an emergency situation
- shut down test equipment in response to routine shutdown requirements
- maintain work area to meet housekeeping standards.
- clean, store and maintain equipment
- dismantle equipment in preparation for cleaning according to enterprise procedures
- take samples according to enterprise procedures
- carry out routine maintenance according to enterprise procedures
- identify, rectify or report environmental non-compliance 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:

- manufacture and design of packaging items, which may include:
 - corks and closures
 - cartons
 - labels
 - capsules
 - softpack components
 - other packaging items
- operating principles of common bottling and packaging equipment
- quality standards and specifications of packaging items
- common causes of faults or below standard packaging processes and items, and preventive or corrective action required
- enterprise policy and procedures with regard to:
 - packaging line quality assurance testing
 - OHS
- purpose and principles of test
- relevant standards and specifications and basic legislative requirements (e.g. quality, health, safety, labelling and equipment) and their implications
- procedure specification and operating parameters
- affect of sampling and testing stages on results and/or outcomes
- start-up and set-up procedures required
- services required
- common causes and knock-on effects of inaccuracies and preventive or corrective action required
- how to read, interpret and record results as required
- normal range of results on products and/or packaging items tested

- recording requirements and procedures
- OHS hazards and controls
- lock-out and tag-out procedures as required
- emergency and troubleshooting procedures for a range of operational problems
- procedures and responsibility for reporting problems
- shutdown sequence as required
- cleaning and sanitising requirements of equipment and work area
- environmental issues and controls
- sampling plan and procedures where relevant
- cleaning and sanitising procedures where relevant
- routine maintenance procedures 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	<p>Evidence of ability to:</p> <ul style="list-style-type: none"> • identify quality requirements for packaging • prepare equipment and materials for conducting packaging tests and inspections • conduct tests according to workplace requirements • identify out-of-standard results • conduct housekeeping and dispose of waste according to workplace standards • complete documentation.
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.

EVIDENCE GUIDE	
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 may include:</p> <ul style="list-style-type: none"> • Standard Operating Procedures (SOPs) • specifications • production schedules • instructions • work notes • Material Safety Data Sheets (MSDS) • manufacturer instructions • verbal direction from laboratory manager, supervisor or senior operator
Tests	<p>Tests may include:</p> <ul style="list-style-type: none"> • softpack checks (drop test, inspection, tap orientation and glue) • cork tests (grading, moisture, wine travel, hydraulic pressure, extraction force, taint testing and cork surface treatment tests) • closures (Stelvin® caps, crown seals, stoppers, torque tests and visual inspection) • label checks (proofreading, scuff, grain direction,

RANGE STATEMENT	
	colour and barcode) <ul style="list-style-type: none"> • carton checks (visual inspection, slotting and creasing, board, flute, dimensions, proofreading, colour, delamination and glue lap) • identification codes • product audits • other enterprise specific tests
Test equipment	Test equipment may include: <ul style="list-style-type: none"> • tensile tester • scuff tester • top pan analytical balance • vernier caliper • internal vernier caliper • steel rule • torque tester • oven
Packaging items	Common packaging items may include: <ul style="list-style-type: none"> • bottles • closures • capsules • muselets • labels • cartons • bags • glue
Services	Services may include: <ul style="list-style-type: none"> • water • gases • power
Information systems	Information systems may be: <ul style="list-style-type: none"> • print or screen based

Unit Sector(s)

Unit sector	Wine operations
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