



Australian Government

Department of Education, Employment and Workplace Relations

FDFOP1001A Pack or unpack product manually

Revision Number: 1

FDFOP1001A Pack or unpack product manually

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the skills and knowledge required to pack or unpack product manually. Packing may be into or from primary or secondary (inner or outer) packaging.
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Application of the Unit

Application of the unit	<p>This unit has application in a food processing packing environment. It typically targets the worker responsible for manual packing which may include product presentation and placement in packaging.</p> <p>Product feed may be mobile (conveyors) or stationary. Related equipment may include materials transfer equipment, plastic wrapping, shrink wrappers, taping, banding and strapping equipment, and date coders. These basic items of equipment can be covered by FDFOP1005A Operate basic equipment.</p> <p>When applied to the pharmaceutical industry, relevant Good Manufacturing Practice (GMP) codes apply and reference to food safety is replaced by GMP.</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
1. Prepare to pack or unpack product	1.1. Packaging requirements are identified 1.2. Packaging consumables are checked against product type
2. Manually pack or unpack product	2.1. Product is packed or unpacked to meet customer and order specifications 2.2. Unacceptable packaging consumables, product and/or packed products are identified, removed and corrected or reported 2.3. The work area is maintained according to housekeeping standards 2.4. Work is conducted in accordance with workplace environmental guidelines

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 on product and packaging requirements and procedures
- select, fit and use personal protective clothing and/or equipment
- confirm supply of packaging components and consumables appropriate for product type, which may require confirming stock numbers and codes
- confirm that product is in correct condition, which may require confirming product and date codes and product characteristics, such as weight and appearance
- pace work to meet production requirements
- pack or unpack product to meet specifications, including checking positioning of product within packaging, inspecting appearance and confirming that the packaged product meets customer and quality requirements
- correct and/or report product and/or packaging that is out-of-specification within level of responsibility
- maintain work area to meet housekeeping standards
- operate basic packaging equipment related to manual packing function, such as materials handling/conveyor equipment, shrink wrappers, and banding and strapping equipment according to enterprise procedures
- stack or place product as required, including following stacking configurations according to enterprise procedures
- clean and sanitise equipment and surfaces according to enterprise procedures
- complete workplace records as required 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 function of packaging
- quality requirements of packaging components and consumables, the packing process, and the effect of outputs on both the further stages of packaging and storage, and on the final consumer
- packaging components and consumables used for each product type
- packaging, unpacking and/or wrapping and/or placement procedures for each product type

REQUIRED SKILLS AND KNOWLEDGE

- consequences of incorrect procedures or configuration
- specifications for packing/packaging product and related equipment, components and consumables as required, including identifying any special packing/packaging requirements of particular customers
- storage and handling requirements of product
- contamination/food safety risks associated with manual packing and related control measures
- common causes of variation in both product presented for packing and packing components and consumables and corrective action required
- occupational health and safety (OHS) hazards and controls, including appropriate materials handling techniques related to the role
- environmental issues and controls relevant to packing, including waste/rework collection and handling procedures related to the process
- basic operating principles of equipment used, where relevant, such as main equipment components, status and purpose of guards, emergency stop, isolation and lockout controls, equipment operating capacities and applications
- services required and action to take if services are not available
- pallet identification and management system where relevant
- recording procedures and responsibilities 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"> • ensure product and required packing materials are ready and prepared for packing or unpacking • pack or unpack to required standards • take corrective action in response to typical faults and inconsistencies • apply safe work practices and identify OHS hazards and controls • apply food safety procedures.
<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 • production schedule and batch instructions • packaging specifications • relevant materials, packaging components and consumables, and related equipment • workplace records as required • documentation and recording requirements and procedures • cleaning procedures, materials and equipment as required.
<p>Method of assessment</p>	<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"> • FDFOP1005A Operate basic equipment • FDFOP2004A Clean and sanitise equipment.

EVIDENCE GUIDE**Guidance information for assessment**

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.

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	<p>Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements</p>
Workplace information	<p>Workplace information may include:</p> <ul style="list-style-type: none"> • standard operating procedures (SOPs) • specifications • production schedules • labels and codes • safety signs and symbols • materials safety data sheets (MSDS) • standard forms • verbal messages • requests or instructions
Packing	<p>Packing or unpacking may be into or from primary or secondary (inner or outer) packaging and can include but is not limited to:</p> <ul style="list-style-type: none"> • boxes • tubs • liners • trays and foils

Unit Sector(s)

Unit sector	Operational
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		