



Australian Government

Department of Education, Employment and Workplace Relations

FDFOP1009A Follow work procedures to maintain quality

Revision Number: 1

FDFO1009A Follow work procedures to maintain quality

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the skills and knowledge required to follow basic quality assurance practices related to monitoring quality where work involves routine manual processes and/or operation of simple automated equipment.
------------------------	---

Application of the Unit

Application of the unit	<p>This unit has application in a food processing environment. It typically targets the production worker responsible for following quality procedures in own work operations.</p> <p>Where numeracy skills beyond those identified to conduct basic quality checks are required, FDFOP2061A Use numerical applications in the workplace or FDFOP1008A Take and record basic measurements, should be selected.</p> <p>Note that this unit does not apply to the pharmaceutical industry. Refer to FDFPH1001A Follow work procedures to maintain Good Manufacturing Practice.</p>
--------------------------------	--

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Prerequisite units	

Employability Skills Information

Employability skills	This unit contains employability skills.
-----------------------------	--

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. Monitor quality of work outcome	1.1. Quality requirements are identified 1.2. Inputs are inspected to confirm capability to meet quality requirements 1.3. Work is conducted according to work procedures 1.4. Work is conducted in accordance with workplace environmental guidelines
2. Identify and report unacceptable inputs and/or outputs	2.1. Work area, materials, processes and product are routinely checked to ensure compliance with quality requirements 2.2. Unacceptable quality is identified and corrective action is taken within the level of responsibility to maintain quality standards 2.3. Quality variation is reported according to workplace reporting requirements

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Ability to:

- access and apply workplace information on quality requirements for own work
- identify control points or inspection points for own work and related methods used to monitor quality
- carry out relevant checks and inspections as required, such as checks and inspections on equipment, materials, product, packaging consumables and processing conditions relevant to own work
- identify and respond to out-of-specification or unacceptable inputs and/or outputs, such as making adjustments within level of responsibility and/or reporting
- maintain quality of own work
- conduct tests related to work responsibilities according to enterprise procedures
- record quality data in required format 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:

- quality policy, procedures and responsibilities
- quality personnel and their respective responsibilities, such as internal personnel and external auditors
- requirements of internal and external customers
- sources of advice on quality requirements for own work
- control points for own work, including the purpose of the control point, the risk if not controlled and the method of control where relevant
- monitoring, inspection and checking procedures relating to process control requirements
- evidence of out-of-specification or unacceptable performance
- procedures for responding to out-of-specification or unacceptable performance/outcomes
- responsibilities for reporting and recording quality information
- sampling and test procedures where relevant
- recording requirements 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"> • identify quality requirements • conduct work according to quality standards • monitor quality and identify and act on non-compliances.
<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"> • quality policy, system and procedures, including company codes of practice/ GMP • work tasks and responsibilities • workplace information relating to work tasks, such as specifications, work instruction and other advice on quality requirements and procedures • systems for recording quality information as required • reporting system and procedures.
<p>Method of assessment</p>	<p>This unit should be assessed together with other units of competency relevant to the work role. Examples could be:</p> <ul style="list-style-type: none"> • FDFFS1001A Follow work procedures to maintain food safety.
<p>Guidance information for assessment</p>	<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	
<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 company policies and procedures, licensing and regulatory requirements, legislative requirements and industrial awards and agreements
Workplace information	<p>Workplace information may include:</p> <ul style="list-style-type: none"> • standard operating procedures (SOPs) • quality specifications • food safety and/or Good Manufacturing Practice (GMP) codes • log sheets • basic data • standard forms • written or verbal instruction
Responsibility for monitoring quality	<p>Responsibility for monitoring quality relates to immediate work responsibilities and may require:</p> <ul style="list-style-type: none"> • visual inspections and checks, including using basic counting skills
Monitoring	Monitoring typically involves visual inspection or checks at control points. Control points refer to those key points in a work process which must be monitored and controlled. This includes food safety (critical) control points
Out-of-specification or unacceptable outcomes	At this level, responding to out-of-specification or unacceptable outcomes typically involves exercising judgment within clearly defined parameters and reporting/referring to others

Unit Sector(s)

Unit sector	Operational
--------------------	-------------

Competency field

Competency field	
-------------------------	--

Co-requisite units

Co-requisite units		