



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **FDFOP2002A Inspect and sort materials and product**

**Revision Number: 1**

## FDFOP2002A Inspect and sort materials and product

### Modification History

Not applicable.

### Unit Descriptor

<b>Unit descriptor</b>	This unit of competency covers the skills and knowledge required to inspect and sort product and incoming materials ready for processing.
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### Application of the Unit

<b>Application of the unit</b>	This unit has application in a production environment within the food processing industry. It typically targets the production worker responsible for inspecting and sorting materials and product in order to support production operations. Inspection at this level is typically limited to visual inspection.
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### Licensing/Regulatory Information

Not applicable.

### Pre-Requisites

<b>Prerequisite units</b>		

## Employability Skills Information

<b>Employability skills</b>	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

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
1. Inspect materials to confirm fitness for use	1.1.Type and quality requirements of materials are confirmed 1.2.Materials are conveyed or transferred to required locations
2. Sort materials	2.1.Materials are inspected to confirm quality requirements are met 2.2.Materials are sorted as required to meet production requirements 2.3.Unacceptable quality is identified and reported according to workplace reporting requirements 2.4.The work area is maintained according to housekeeping standards 2.5.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 materials specification/quality requirements
- select, fit and use personal protective clothing and/or equipment
- inspect quality of materials to confirm compliance with quality specifications, such as:
  - product type and quantity
  - product condition, such as identifying any bruising, discolouration or other damage, confirming product is clean, and checking size and weight
- identify out-of-specification or non-conforming product and follow procedures to separate unacceptable product
- respond to and/or report equipment failure within level of responsibility
- maintain work area to meet housekeeping standards
- complete workplace records as required according to enterprise procedures
- demonstrate procedures for operating materials transfer equipment as required according to enterprise procedures
- wash/clean raw materials or product 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 standards to be met by the inspection and sorting process, including criteria and specifications as they apply to inspection and sorting requirements
- the relationship between visual inspection and sorting and other inspection procedures, such as those that may be conducted by a laboratory or at subsequent processing stages
- typical causes of unacceptable or out-of-specification product, including causes of product damage that can occur prior to arrival at the plant and as part of the handling process
- the stages that occur in the inspection and sorting process and their effect on product, such as in-line cleaning or conditioning and product or materials transfer stages
- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems

**REQUIRED SKILLS AND KNOWLEDGE**

- contamination/food safety risks associated with the sorting process and related control measures
- occupational health and safety (OHS) hazards and controls, including the limitations of protective clothing and equipment relevant to the work process
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to equipment operation, including waste collection and handling procedures related to the process
- basic operating principles of equipment used, where relevant, including 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
- recording procedures and responsibilities where relevant
- washing/cleaning requirements and standards where relevant

## Evidence Guide

<b>EVIDENCE GUIDE</b>	
<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><b>Overview of assessment</b></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><b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b></p>	<p>Evidence of ability to:</p> <ul style="list-style-type: none"> <li>• recognise and act on materials or product that does not comply with quality standards</li> <li>• apply safe work practices and identify OHS hazards and controls</li> <li>• apply food safety procedures.</li> </ul>
<p><b>Context of and specific resources for assessment</b></p>	<p>Assessment must occur in a real or simulated workplace where the assessee has access to:</p> <ul style="list-style-type: none"> <li>• personal protective clothing and equipment</li> <li>• work procedures. including advice on safe work practices, food safety, quality and environmental requirements</li> <li>• production schedule and batch instructions</li> <li>• quality criteria, specifications and inspection procedures</li> <li>• materials handling system and product to be inspected</li> <li>• related inspection equipment as required</li> <li>• documentation and recording requirements and procedures</li> <li>• workplace records as required.</li> </ul>
<p><b>Method of assessment</b></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"> <li>• FDFOP1005A Operate basic equipment.</li> </ul>
<p><b>Guidance information for assessment</b></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</p>

<b>EVIDENCE GUIDE</b>
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	possible, over a number of assessment activities.
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## Range Statement

<b>RANGE STATEMENT</b>	
<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>	
<b>Policies and procedures</b>	<p>Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements</p>
<b>Workplace information</b>	<p>Workplace information may include:</p> <ul style="list-style-type: none"> <li>• work instructions</li> <li>• standard operating procedures (SOPs)</li> <li>• specifications</li> <li>• production schedules</li> <li>• labels and codes</li> <li>• safety signs and symbols</li> <li>• photos or other visual representations of acceptable quality</li> <li>• standard forms</li> <li>• verbal messages</li> <li>• requests or instructions</li> </ul>
<b>Materials transfer equipment</b>	<p>Materials transfer equipment may be mechanical or pneumatic, and may include:</p> <ul style="list-style-type: none"> <li>• conveyors</li> <li>• flumes pumped systems</li> </ul>
<b>Product inspection and sorting</b>	<p>Product inspection and sorting may include:</p> <ul style="list-style-type: none"> <li>• sizing</li> <li>• quality inspection</li> <li>• sorting/grading</li> </ul> <p>Aspects of these processes may be:</p> <ul style="list-style-type: none"> <li>• automated or done using equipment, such as sieves</li> </ul> <p>Related processes may include:</p> <ul style="list-style-type: none"> <li>• trimming or removal of unacceptable product</li> </ul>



<b>RANGE STATEMENT</b>	
<b>Related processes</b>	Related processes may include: <ul style="list-style-type: none"> <li>washing/cleaning product</li> </ul>

**Unit Sector(s)**

<b>Unit sector</b>	Operational
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**Competency field**

<b>Competency field</b>	
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**Co-requisite units**

<b>Co-requisite units</b>		