



**Australian Government**

# **FDFOP2004A Clean and sanitise equipment**

**Revision Number: 1**

## FDFOP2004A Clean and sanitise equipment

### Modification History

Not applicable.

### Unit Descriptor

<b>Unit descriptor</b>	This unit of competency covers cleaning, sanitation and related procedures for food processing production equipment.
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### Application of the Unit

<b>Application of the unit</b>	<p>This unit does not cover cleaning in place (CIP) processes. Where this is a required competency, select <i>FDFOP2003A</i> Clean equipment in place.</p> <p>Basic cleaning and sanitation procedures are covered in operational units. This unit should be selected where the operator is primarily responsible for cleaning and/or where they require a more detailed knowledge of cleaning and sanitation processes to carry out cleaning responsibilities. This unit applies to both wet and dry cleaning methods.</p>
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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. Prepare for cleaning	1.1.Cleaning/sanitising agents and services are available and ready for use 1.2.Equipment is cleared of product and/or packaging consumables in preparation for cleaning 1.3.Equipment is rendered safe to clean
2. Clean and sanitise equipment to meet workplace requirements	2.1.Equipment is cleaned and sanitised according to workplace procedure and requirements 2.2.Equipment is inspected to confirm operating condition and cleanliness 2.3.Unacceptable equipment condition is identified and reported according to workplace procedures 2.4.Cleaning equipment and chemicals are stored according to workplace procedure 2.5.Waste from cleaning process is disposed of according to workplace procedures 2.6.Work is conducted in accordance with workplace environmental guidelines 2.7.Equipment is restored to operating order

## 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, such as the cleaning schedule to identify cleaning requirements
- select, fit and use personal protective clothing and/or equipment
- confirm supply of necessary cleaning and sanitising equipment and services
- select and prepare cleaners and sanitisers as required according to workplace procedures
- prepare equipment for cleaning, such as rendering equipment safe to clean, clearing product and waste materials, covering motors and instrumentation where steam or water hoses are used, and simple dismantling of equipment parts
- advise any affected work areas/operators of cleaning progress to coordinate timely completion with minimal disruption to production
- clean and sanitise equipment as required according to workplace procedures and cleaning schedule
- return equipment to operating order (this may involve basic assembly of equipment parts)
- inspect equipment to identify equipment condition and cleanliness
- locate emergency stop functions on equipment
- report and/or correct unacceptable equipment condition
- maintain housekeeping standards
- prepare cleaners and sanitisers as required
- store cleaners, sanitisers and related equipment as required
- carry out relevant checks and inspections
- maintain work area to meet housekeeping standards
- conduct routine maintenance according to enterprise procedures
- take samples and conduct tests according to enterprise procedures
- record cleaning and sanitation information 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:*

- the purpose of cleaning and sanitation and importance in maintaining food safety
- functions of cleaners, sanitisers and related equipment

**REQUIRED SKILLS AND KNOWLEDGE**

- safe work procedures, including appropriate signage of cleaning activities, safe handling and storage of cleaners and sanitisers used, safety when using cleaning methods, such as hot water and steam hoses, and status and purpose of safety guards
- purpose and limitations of protective clothing and equipment
- cleaning and sanitation requirements relating to work responsibilities, including the need for different levels of cleaning where relevant
- procedures for preparing cleaners and sanitizers as required
- cleaning method/s to be followed relating to work responsibilities
- other work areas/operators who need to be consulted/advised on timing of cleaning
- methods used to render equipment safe to clean, including understanding the status and purpose of equipment guards, relevant lock out/tagout and isolation procedures and related equipment settings for both cleaning and operating as required
- procedures for conducting cleaning and sanitising
- types of waste generated by the cleaning process and related collection, treatment and disposal requirements
- potential environmental impact of incorrect waste handling
- inspection, cleaning and storage requirements of cleaning equipment used
- inspection points and methods for confirming the effectiveness of cleaning and sanitation, including visual inspection, and where required, recording of cleaning conducted
- inspection requirements to confirm equipment condition, including acceptable equipment condition, ability to identify faulty or unacceptable equipment and take required corrective action
- recording requirements and responsibilities
- routine maintenance procedures where relevant
- sampling methods and test 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

Evidence of ability to:

- prepare equipment for cleaning
- prepare and use chemicals according to safe work requirements
- clean and sanitise equipment to meet work standards
- monitor cleaning and report or address any non-compliances
- dispose of waste according to environmental guidelines
- complete required documentation
- apply safe work practices and identify OHS hazards and controls
- apply food safety procedures.

#### Context of and specific resources for assessment

Assessment must occur in a real or simulated workplace where the assessee has access to:

- cleaning procedures and related advice on equipment operation, including advice on safe work practices and environmental requirements
- personal protective clothing and equipment
- cleaning schedule and related procedures, including OHS advice
- equipment/items to be cleaned
- chemicals, cleaning equipment and services as required
- MSDS where appropriate
- housekeeping standards and procedures
- cleaning/sanitising information recording system and procedures
- advice on environmental management issues relevant to work responsibilities.

<b>EVIDENCE GUIDE</b>	
<b>Method of assessment</b>	<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>• FDFOP2011A Conduct routine maintenance</li><li>• FDFOP2013A Apply sampling procedures</li><li>• MSL973001A Perform basic tests.</li></ul>
<b>Guidance information for assessment</b>	<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

<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 in accordance with company procedures, licensing requirements, legislative requirements, and industrial awards and agreements. When applied to the pharmaceutical industry, relevant Good Manufacturing Practice (GMP) codes apply and reference to food safety is replaced by GMP</p>
<b>Workplace information</b>	<p>Workplace information may include:</p> <ul style="list-style-type: none"> <li>• standard operating procedures (SOPs)</li> <li>• specifications</li> <li>• production and cleaning schedules</li> <li>• labels and codes</li> <li>• safety signs and symbols</li> <li>• materials safety data sheets (MSDS)</li> <li>• standard forms</li> <li>• written or verbal instruction</li> </ul>
<b>Cleaning and sanitising chemicals</b>	<p>Cleaning and sanitising chemicals may be:</p> <ul style="list-style-type: none"> <li>• pre-mixed or manually mixed</li> </ul>
<b>Preparing/restoring equipment to operating order</b>	<p>Preparing/restoring equipment to operating order may involve:</p> <ul style="list-style-type: none"> <li>• simple dismantling and reassembling of equipment parts</li> <li>• basic isolation</li> <li>• covering of motors and instrumentation</li> </ul>
<b>Services</b>	<p>Services may include:</p> <ul style="list-style-type: none"> <li>• power</li> <li>• water</li> <li>• steam</li> <li>• compressed and instrumentation air</li> </ul>
<b>Inspecting cleaning effectiveness</b>	<p>Inspecting cleaning effectiveness typically</p>



<b>RANGE STATEMENT</b>	
	involves: <ul style="list-style-type: none"> <li>• carrying out a visual inspection</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>		