



Australian Government

Department of Education, Employment and Workplace Relations

FDFOP2006A Operate a bulk dry goods transfer process

Revision Number: 1

FDFOP2006A Operate a bulk dry goods transfer process

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the skills and knowledge required to receive and/or transfer bulk raw materials (dry) to storage areas.
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Application of the Unit

Application of the unit	This unit has application in a food processing production environment. It typically targets the worker responsible for the operation and monitoring of a dry ingredients transfer process and associated equipment.
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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 bulk materials transfer equipment and process for operation	1.1. Bulk storage locations, ingredient/materials holdings and capacities are identified 1.2. Actual to recorded holding levels are confirmed 1.3. The transfer system equipment is checked to confirm readiness for use 1.4. Transfer equipment settings and operating parameters are selected to meet safety and transfer requirements 1.5. Checks, tests or other materials/product clearance procedures are followed prior to transfer as required by workplace 1.6. Priorities for materials transfer are established to match intakes/transfers to storage capacity and production requirements
2. Transfer bulk materials	2.1. The transfer process is started and operated according to workplace procedures 2.2. The transfer process is monitored to confirm correct location selection, quantities and equipment settings 2.3. Bulk dry materials/product is transferred to the required location/storage facility 2.4. Workplace housekeeping standards are maintained 2.5. Work is conducted in accordance with workplace environmental guidelines 2.6. Workplace records are maintained according to workplace recording requirements
3. Complete transfer operations	3.1. Equipment settings are selected to complete transfer operation 3.2. In-flight product is purged from lines 3.3. Equipment is cleaned and prepared for further transfer 3.4. Information on the transfer operation is recorded according to workplace reporting requirements 3.5. Maintenance requirements are identified and 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 workplace information relating to materials transfer requirements and priorities
- select, fit and use personal protective clothing and/or equipment
- use workplace records and systems to confirm storage facilities and capacities and determine appropriate routing of materials received (this typically involves use of computer-based systems), and where required, verifying by physically inspecting storage facilities
- plan and sequence transfer process to meet storage capacity and production requirements
- prepare equipment for materials transfer, such as confirming that equipment is clean, lines are purged, isolation or lockouts are cancelled as required, any scheduled maintenance has been completed and safety guards/equipment are correctly positioned
- carry out procedures to confirm bulk materials meet quality requirements as required by transfer process, such as conducting tests or getting clearance documentation from laboratory/quality personnel
- operate and monitor transfer process to confirm that correct quantities are transferred at the required times, to the required locations
- locate emergency stop functions on equipment
- respond to and/or report equipment failure within level of responsibility
- respond to and/or report evidence that bulk materials do not meet quality requirements
- complete the transfer operations, such as purging lines and selecting appropriate equipment/system settings
- complete records of product/materials transfer as required
- maintain work area to meet housekeeping standards
- use process control and scheduling systems, screens and panels according to enterprise procedures
- take and record product/materials samples and conduct tests according to enterprise procedures
- clean transfer equipment (this may require entry to confined spaces and where this is the case, appropriate certification requirements must also be met)
- conduct routine maintenance 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

REQUIRED SKILLS AND KNOWLEDGE

- work cooperatively within a culturally diverse workforce

Required knowledge

Knowledge of:

- bulk dry materials storage layout, capacities and related management systems
- basic operating principles of equipment, such as the system of sensors, valves, pipe work and related equipment that controls the transfer of bulk dry materials, equipment operating capacity and the status and purpose of guards
- planning and scheduling systems and responsibilities to prioritise materials transfer processes, including the characteristics of materials received and related storage requirements, production requirements and storage capacities
- signs and symptoms of faulty equipment and early warning signs of potential problems
- operating parameters and corrective action required where operation is outside specified operating parameters
- occupational health and safety (OHS) hazards and controls, including the risk of spontaneous combustion and dust control
- isolation, lock out and tag out procedures and responsibilities
- product inspection procedures within level of responsibility, including types of pest infestation and common contamination relevant to dry materials transferred
- procedures for separating and handling non-conforming or unacceptable product
- clearance procedures, such as relevant test methods and action required if results are not within specification or clearance is not provided
- contamination risks and controls, including cross-contamination risks, product compatibility and storage requirements
- environmental issues associated with dry goods handling and storage
- recording requirements and procedures
- basic operating principles of process control, where relevant, including the relationship between control panels and systems and the physical equipment
- sampling and testing associated with process monitoring and control where relevant
- routine maintenance procedures 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"> • confirm transfer requirements • conduct pre-start checks on equipment used for transfer • start, operate, monitor and adjust process to achieve required quality outcomes • take corrective action in response to typical faults and inconsistencies • complete workplace records as required • 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 • information on storage locations, capacities and bulk receival equipment capacity and operating parameters • bulk transfer system, equipment and services • bulk materials (dry) • receival schedules and sequencing systems • sampling schedules and test procedures and equipment 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</p>

EVIDENCE GUIDE	
	<p>other units of competency relevant to the function or work role. Examples could be:</p> <ul style="list-style-type: none"> • FDFOP2004A Clean and sanitise equipment • FDFOP2011A Conduct routine maintenance • FDFOP2013A Apply sampling procedures • FDFOP2030A Operate a process control interface • MSL973001A Perform basic tests.
Guidance information for assessment	<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	<p>Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements and industrial awards and agreements</p>
Legislative requirements	<p>Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to this industry includes:</p> <ul style="list-style-type: none"> • the Food Standards Code, including labelling, weights and measures legislation • legislation covering food safety, environmental management, OHS, anti-discrimination and equal opportunity. <p>When applied to the pharmaceutical industry, relevant Good Manufacturing Practice (GMP) codes apply and reference to food safety is replaced by GMP</p>
Workplace information	<p>Workplace information may include:</p> <ul style="list-style-type: none"> • standard operating procedures (SOPs) • specifications • production schedules and instructions • delivery bills and dockets • standard forms and reports
Confined spaces	<p>Where cleaning tanks or silos requires entry to confined spaces, the relevant National Occupational Health and Safety Commission (NOHSC) and/or state or territory health and safety authorities assessment criteria and methods prescribed must also be met</p>
Operation of bulk transfer systems	<p>Operation of bulk transfer systems typically involves:</p> <ul style="list-style-type: none"> • the use of process control screens and systems

RANGE STATEMENT	
Bulk materials transfer equipment	Bulk materials transfer equipment may include: <ul style="list-style-type: none"> • screw elevators • bucket elevators and other mechanical/pneumatic stock transfer equipment

Unit Sector(s)

Unit sector	Operational
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		