Australian Government

Department of Education, Employment and Workplace Relations

# FDFOP3002A Set up a production or packaging line for operation

**Revision Number: 1**

## FDFOP3002A Set up a production or packaging line for operation

## Modification History

Not applicable.

## Unit Descriptor

| Unit descriptor | This unit of competency covers the skills and knowledge required to set up multiple production or packaging processes and/or conduct multiple process changeovers for operation by others. |
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## Application of the Unit

| Application of the unit | This unit is appropriate where setup and/or changeovers are not carried out by the equipment or process operator. |
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| | This unit has application in a food processing production environment. It typically targets the production worker responsible for machine setup. |

## Licensing/Regulatory Information

Not applicable.

## Pre-Requisites

| Prerequisite units | |
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## 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 for line setup | 1.1. Materials are confirmed and available to meet production requirements |
| | 1.2. Equipment and related accessories are confirmed, available and fit for use to meet production requirements |
| | 1.3. Tools and equipment required for line setup are available, operational and fit for use |
| | 1.4. Processing parameters and settings are identified to meet production or packaging requirements |
| 2. Set up the line for operation | 2.1. Cleaning and maintenance requirements and status are identified and confirmed |
| | 2.2. Equipment is inspected to confirm condition |
| | 2.3. Machine settings are selected or adjusted as required to meet safety and production requirements |
| | 2.4. Processing or packaging parameters are entered as required to meet production requirements |
| | 2.5. Equipment performance is checked and adjusted as required |
| | 2.6. Pre-start checks are carried out as required by workplace requirements |
| | 2.7. Line setup is completed to match production or packaging schedule and operating requirements |
| | 2.8. The line is ready and safe to operate and any maintenance requirements are reported according to workplace reporting requirements |
| | 2.9. Work is conducted in accordance with workplace environmental guidelines |
| | 2.10.        Relevant personnel are notified of setup completion |

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# Required Skills and Knowledge

**REQUIRED SKILLS AND KNOWLEDGE**

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

**Required skills**

*Ability to*:

- access production/packing schedule and related information to identify line setup/changeover requirements, such as checking product sequencing and compatibility, confirming that the required cleaning and/or sanitation has occurred and required packaging components and consumables are available as appropriate
- select, fit and use personal protective clothing and/or equipment
- confirm supply of necessary equipment and related attachments, materials and services for production
- confirm supply of necessary equipment and services to carry out setup operations
- set and/or adjust equipment to meet production/packaging requirements, including selecting the required parameters or equipment settings, and changing processing set points as required
- position safety guards and cancel isolation/lockouts ready for operation
- confirm that sensors and related feedback instruments are correctly positioned and operational
- operate equipment to confirm equipment setup and make final adjustments as required
- time setup activities to meet production requirements
- advise affected work areas/personnel of completion of setup
- maintain work area to meet housekeeping standards
- load and/or position materials/ingredients/product and/or packaging consumables according to enterprise procedures
- use the control panel/system to set and adjust equipment components according to enterprise procedures
- 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
- work cooperatively within a culturally diverse workforce

**Required knowledge**

*Knowledge of*:

- basic operating principles of equipment and related accessories, including equipment adjustment points, range and location/alignment requirements of sensors and related feedback instruments, and status and purpose of guards
- operating capacities of equipment used in the work area, such as different types of

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**REQUIRED SKILLS AND KNOWLEDGE**

equipment and/or components as required by processing operations

- nature of setup/changeover requirements, such as product compatibility and related cleaning requirements, impact of variation in materials or product on setup requirements, equipment and/or attachment changeovers related to given products
- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
- pre-start checks required by setup/changeover
- related processes and personnel dependent on line setup, and communication responsibilities
- isolation, lock out and tag out procedures and responsibilities
- occupational health and safety (OHS) hazards and controls
- procedures and responsibility for reporting equipment performance information
- basic operating principles of process control, where relevant, including the relationship between control panels and systems and the physical equipment
- routine maintenance requirements and procedures where relevant

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# Evidence Guide

| EVIDENCE GUIDE | |
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| 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: <br>• conduct pre-start checks on machinery used for production to determine cleaning, maintenance and operation readiness <br>• determine production parameters and requirements <br>• set up line according to production requirements <br>• take corrective action in response to typical faults and inconsistencies <br>• complete workplace records and communicate line status with other personnel as required <br>• apply safe work practices and identify OHS hazards and controls <br>• safely shut down equipment <br>• 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: <br>• personal protective clothing and equipment <br>• production/packaging schedule and related advice on setup/changeover requirements <br>• cleaning records/clearance as required <br>• information on equipment capacity and operating parameters <br>• process/packaging equipment and related accessories and services <br>• materials/consumables required by the process <br>• hand tools as required. |
| **Method of assessment** | This unit should be assessed together with core units and other units of competency relevant to the function or work role. Examples could be: <br>• FDFOP2011A Conduct routine maintenance |

| EVIDENCE GUIDE | |
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| | • FDFOP2030A Operate a process control interface. |
| **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. |

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# Range Statement

| RANGE STATEMENT | |
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| 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. | |
| **Policies and procedures** | Work is carried out according to company procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements |
| **Legislative requirements** | Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to this industry includes:<br><br>• the Food Standards Code, including labelling, weights and measures legislation<br>• legislation covering food safety, environmental management, OHS, anti-discrimination and equal opportunity<br><br>When applied to the pharmaceutical industry, relevant Good Manufacturing Practice (GMP) codes apply in place of the Food Standards Code and reference to food safety is replaced by GMP |
| **Workplace information** | Workplace information may include:<br><br>• standard operating procedures (SOPs)<br>• specifications<br>• production schedules and instructions<br>• standard forms and reports |
| **Equipment adjustment** | Equipment adjustment may include:<br><br>• limited use of hand tools, such as Allen keys and screwdrivers, within level of responsibility |
| **Confirming cleaning requirements and status** | Confirming cleaning requirements and status may involve:<br><br>• accessing cleaning records |

## Unit Sector(s)

| Unit sector | Operational |
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## Competency field

| Competency field | |
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## Co-requisite units

| Co-requisite units | | |
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