



Australian Government

Department of Education, Employment and Workplace Relations

FDFPO2004A Harvest edible offal

Revision Number: 1

FDFPO2004A Harvest edible offal

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the skills and knowledge required to sort, harvest and clean edible offal.
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Application of the Unit

Application of the unit	This unit has application in a poultry production environment. It typically targets the production worker responsible for applying basic operating principles to the operation and monitoring of edible offal harvesting equipment and processes.
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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 the harvesting equipment and process for operation	1.1. Product is transferred and available to meet production requirements 1.2. Equipment is checked and ready for use 1.3. Pre-start checks are carried out as required by workplace requirements
2. Harvest and sort edible offal	2.1. Edible offal is identified 2.2. Offal is separated, sorted and collected to meet production requirements 2.3. Offal of unacceptable quality is identified and set aside 2.4. The work area is maintained according to housekeeping standards 2.5. Work is conducted according to workplace environmental guidelines
3. Shut down the process	3.1. Edible offal and waste is collected and handled/removed as required 3.2. Process is shut down according to workplace procedures 3.3. 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 to identify harvesting and cleaning process requirements
- select, fit and use personal protective clothing and/or equipment
- confirm supply of necessary materials and services
- conduct pre-start checks, such as inspecting equipment condition (e.g. conveyor belts) to identify any signs of wear, selecting appropriate settings, cancelling isolation or lockouts as required, confirming that work surfaces and related equipment are clean, and identifying when blades need to be changed in the giblet machine
- start, operate, monitor and adjust harvesting and cleaning process equipment to achieve required outcomes, such as monitoring control points and conducting inspections as required to confirm process remains within specification
- inspect quality of edible offal, such as inspecting for:
 - giblet colour and fat levels
 - presence of diseased or damaged organs
 - bile stain
- identify and remove unacceptable product according to workplace quality standards
- monitor supply and flow of materials to and from the harvesting and cleaning process
- sort, collect, recycle or dispose of inedible offal and waste according to workplace procedure
- respond to and/or report equipment failure within level of responsibility
- locate emergency stop functions on equipment
- follow isolation and lock out/tag out procedures as required to take harvesting and cleaning process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- complete workplace records as required
- maintain work area to meet housekeeping standards
- conduct routine maintenance according to enterprise procedures
- clean and sanitise equipment 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 SKILLS AND KNOWLEDGE**Required knowledge*****Knowledge of:***

- purpose and basic principles of the harvesting and cleaning process, including the structure and internal organs of poultry to identify, separate and remove edible offal
- contamination that can occur when offal is not correctly removed
- basic operating principles of equipment, such as main equipment components, their purpose and operating capacities, and the status and purpose of guards
- the flow of the harvesting process and the effect of outputs on downstream processes
- quality standards for types of edible offal collected
- procedures for handling/recycling and/or disposing of downgraded product
- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
- methods used to monitor the harvesting process, such as inspecting, measuring and testing as required by the process
- inspection points (control points) in the harvesting and cleaning process and the related procedures and recording requirements
- contamination/food safety risks associated with the harvesting process and related control measures
- common causes of variation and corrective action required
- occupational health and safety (OHS) hazards and controls, including the limitations of protective clothing and equipment relevant to the work process
- requirements of different shutdowns as appropriate to the harvesting and cleaning process and workplace production requirements, including emergency and routine shutdowns and procedures to follow in the event of a power outage
- isolation, lock out and tag out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the harvesting process, including waste/rework collection and handling procedures related to the process
- routine maintenance procedures where relevant
- cleaning and sanitation 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"> • conduct pre-start checks on machinery used for harvesting edible offal • start, operate, monitor and adjust process equipment 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 • safely shut down equipment • apply food safety procedures to work practices.
<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 equipment capacity and operating parameters • production schedule/batch instructions • edible offal specifications, control points and processing parameters • quality parameters for grading/downgrading product • offal harvesting, cleaning and washing equipment, accessories and services • offal to be harvested • documentation and recording requirements and procedures • cleaning procedures, materials and equipment as

EVIDENCE GUIDE	
	required.
Method of assessment	<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"> • FDFOP2004A Clean and sanitise equipment • FDFOP2011A Conduct routine maintenance.
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

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 policies and 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: <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
Workplace information	Workplace information may include: <ul style="list-style-type: none"> • standard operating procedures (SOPs) • specifications • production schedules and instructions • manufacturers' advice • standard forms and reports
Production equipment	Production equipment may include: <ul style="list-style-type: none"> • offal harvesting and cleaning equipment • bins • augers • conveyors
Sorting process	The sorting process may be carried out: <ul style="list-style-type: none"> • manually and/or using manual backup of automated processes
Edible offal	Edible offal may include: <ul style="list-style-type: none"> • giblets • livers • hearts

RANGE STATEMENT	
	<ul style="list-style-type: none"> feet and necks as required
Inspection/monitoring	Inspection/monitoring is: <ul style="list-style-type: none"> typically visual to confirm appearance of product
Shutdown procedures	Shutdown procedures may include: <ul style="list-style-type: none"> cleaning (in some cases cleaning may be carried out by a dedicated cleaning crew)

Unit Sector(s)

Unit sector	Poultry
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		