AUSTRALIAN NATIONAL TRAINING AUTHORITY

Food Processing Industry

FDF 98

Poultry Competency Units

NATIONAL FOOD INDUSTRY TRAINING COUNCIL

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INDEX TO: Poultry Units

FDF POLM1 A	Load Machines Manually
Descriptor	This is a specialist unit that has been developed for poultry processing sector. It includes manual loading of raw product onto deboning and filleting machines.

Range of variables

The range of variables provides further advice to interpret the scope and context of this unit of competence. It assumes:

- Work is carried out in accordance with company procedures, legislative requirements and industrial arrangements
- Workplace information can include Standard Operating Procedures (SOPs), specifications, and production schedules
- Production equipment may include deboning and filleting machines
- Product may include poultry breast caps and legs
- Inspection/monitoring is typically visual to confirm appearance and placement of product
- Work is carried out in the presence of moving equipment
- Information systems may be print or screen based

Element	Performance criteria	Evidence guide
Prepare materials for loading	Product is transferred and available to meet production specifications	This part of the evidence guide identifies the skills and knowledge to be demonstrated to confirm competence for this unit. The Assessment guide and context following, outlines how this guide is to be applied. It should be read in conjunction with the Range of variables. **Demonstrated ability to:** – access workplace information to identify production requirements. This can include
Load product	Product is positioned and loaded onto saddles/cones in accordance with specifications Out-of-specification product, process and equipment performance is identified, rectified and/or reported Waste generated by the process is monitored and cleared as required	

Record information	Workplace information is recorded in the appropriate format	advice on type of product to be boned – confirm supply of necessary product – select fit, use and care for personal protective clothing and or equipment – down grade product as required – position and load product to specification – pace work to meet production requirements – monitor supply and flow of product to and from the process – complete relevant workplace documentation – sort, collect, and dispose of waste – maintain work area to meet housekeeping standards **Underpinning knowledge:** – key features of the machine loading operation – links to related processes – specifications, procedures and operating parameters for loading product – quality parameters for down grading product – procedures for dealing with down graded product

Element	Performance criteria	Evidence guide
		– production requirements and schedules – OHS hazards and controls – procedures for diagnosing, rectifying and reporting faults – environmental aspects, impacts and controls – waste handling requirements and procedures – recording requirements and procedures

Evidence guide (continued)

Assessment guide

- Assessment must take account of the food industry's endorsed assessment guidelines and may use the non-endorsed *Assessment Framework for the Food and Beverage Processing Industry NFITC June 1995***.**
- The competencies described in this unit need to be performed over a specified time and events, under normal workplace conditions, having due regard for the key assessment principles of validity, reliability, fairness and flexibility.
- Assessment should be structured on whole of work activities giving emphasis to confirming that the assessee can achieve the workplace outcomes described in the Performance criteria, including demonstration of the underpinning knowledge and skills contained in the Evidence guide.
- The equipment used should be the actual items described in the Range of variables and Assessment context.
- The procedures and documentation should be those typically used in a workplace. Compliance with statutory occupational health and safety, food safety, hygiene and environmental requirements relevant to the food processing industry should be emphasised.
- Assessment should not require a higher level of communication competency than that specified in the core competencies for the particular AQF level.
- Assessment should reinforce the integration of the key competencies and the food industry's core competencies for the particular AQF level.

Assessment context

Assessment must occur in a real or simulated workplace. Such an environment must provide an opportunity for the assessee to load product onto machines given:

– work procedures including advice on safe work practices, food safety and environmental requirements
– machine loading specifications
– product to be loaded
– quality parameters for grading product
– deboning and filleting equipment and accessories
– personal protective equipment and clothing
– record keeping system

Relationship to other units

Co-requisites:

– Communicate in the workplace
– Apply basic mathematical concepts
– Apply safe work procedures
– Apply basic quality assurance practices

– Apply basic food safety practices

Related Units:
– Use manual handling equipment
– Shift materials safely

Relationship to learning resources

Main learning resources:
– There are no specific learning resources currently available for this sector of the food processing industry

Related learning resources:
– Materials Handling A
– Industrial Communication A
– Calculations A
– Occupational Health and Safety A
– Quality Assurance A
– Food Safety A (Hygiene and Sanitation A)

FDF POEO1 A	Harvest Edible Offal
Descriptor	This is a specialist unit that has been developed for poultry processing sector. It includes the procedures for harvesting, sorting and cleaning edible offal.

Range of variables

The range of variables provides further advice to interpret the scope and context of this unit of competence. It assumes:

- Work is carried out in accordance with company procedures, legislative requirements and industrial arrangements
- Workplace information can include Standard Operating Procedures (SOPs), specifications, and production schedules
- Production equipment may include offal harvesting and cleaning equipment, bins, augers and conveyors
- Product may include edible (including giblets, livers and hearts) and inedible offal
- Services may include power, and water
- Inspection/monitoring is typically visual to confirm appearance of product
- Information systems may be print or screen based

Element	Performance criteria	Evidence guide
Prepare harvesting equipment for operation	Product is transferred and available to meet production specifications Services are confirmed as available and ready for operation. Equipment is checked and ready for use	This part of the evidence guide identifies the skills and knowledge to be demonstrated to confirm competence for this unit. The Assessment guide and context following, outlines how this guide is to be applied. It should be read in

Harvest and sort edible offal	Giblets are collected and cleaned to specifications Livers and hearts are separated from intestines to specifications Edible offal meets specification Out-of-specification product, process and equipment performance is identified, rectified and/or reported Waste generated by the process is monitored and cleared as required	conjunction with the Range of variables. **Demonstrated ability to:** – access workplace information to identify production requirements. – confirm supply of necessary product and services – select fit and use personal protective clothing and or equipment – liaise with other work areas – confirm equipment status and condition. This may include identifying when blades need to be changed in the giblet machine and the identification and removal of blockages – start up equipment – harvest, clean, wash, chill and store edible offal to specification – grade/down grade product – monitor the process and equipment operation to identify out-of-specification results or non-compliance. This can involve monitoring for: ➢ giblet colour and fat levels ➢ presence of diseased or damaged organs ➢ bile stain

Element	Performance criteria	Evidence guide
Shut down equipment	The process is shut down according to company procedures Waste is collected treated and disposed or recycled according to company procedures	– take corrective action in response to out-of-specification results or non-compliance – report and record corrective action as required – monitor supply and flow of product to and from the process. – complete relevant workplace documentation – sort, collect, recycle or dispose of inedible offal and waste – shut down equipment in response to an emergency situation – shut down equipment in response to routine shut down requirements – prepare equipment for cleaning – record workplace information – maintain work area to meet housekeeping standards Underpinning knowledge: – key stages in the harvesting and cleaning process – links to related processes – specifications, procedures and operating parameters for harvesting edible offal – quality parameters for grading/down grading edible offal – procedures for dealing with down graded product – equipment purpose and operation – production requirements and schedules – services used – OHS hazards and controls – lock out and tag out procedures – procedures for and responsibility for reporting problems – environmental aspects, impacts and controls – shut down and cleaning requirements associated with types of shut downs – waste handling requirements and procedures – recording requirements and procedures
Record information	Workplace information is recorded in the appropriate format	

Evidence guide (continued)

Assessment guide

- Assessment must take account of the food industry's endorsed assessment guidelines and may use the non-endorsed Assessment Framework for the Food and Beverage Processing Industry NFITC June 1995.
- The competencies described in this unit need to be performed over a specified time and events, under normal workplace conditions, having due regard for the key assessment principles of validity, reliability, fairness and flexibility.

- Assessment should be structured on whole of work activities giving emphasis to confirming that the assessee can achieve the workplace outcomes described in the Performance criteria, including demonstration of the underpinning knowledge and skills contained in the Evidence guide.
- The equipment used should be the actual items described in the Range of variables and Assessment context.
- The procedures and documentation should be those typically used in a workplace. Compliance with statutory occupational health and safety, food safety, hygiene and environmental requirements relevant to the food processing industry should be emphasised.
- Assessment should not require a higher level of communication competency than that specified in the core competencies for the particular AQF level.
- Assessment should reinforce the integration of the key competencies and the food industry's core competencies for the particular AQF level.

Assessment context

Assessment must occur in a real or simulated workplace. Such an environment must provide an opportunity for the assessee to harvest, clean, wash and chill edible offal given:

– work procedures including advice on safe work practices, food safety and environmental requirements
– edible offal specifications
– offal to be harvested
– quality parameters for grading/downgrading product
– offal harvesting, cleaning and washing equipment and accessories
– personal protective equipment and clothing
– cleaning schedule as required
– record keeping system

Relationship to other units

Co-requisites:

– Communicate in the workplace
– Apply basic mathematical concepts
– Apply safe work procedures
– Apply basic quality assurance practices
– Apply basic food safety practices

Relationship to learning resources

Main learning resources:

– There are no specific learning resources currently available for this sector of the food processing industry

Related learning resources:

– Industrial Communication A
– Calculations A
– Occupational Health and Safety A
– Quality Assurance A
– Food Safety A (Hygiene and Sanitation A)

FDF PODC1 A	Locate industry and company products and processes (Poultry)

Descriptor This is a specialist unit that has been customised for the poultry processing industry. It covers the products and processes used in the workplace

Range of variables

The range of variables provides further advice to interpret the scope and context of this unit of competence. It assumes:

- Processes and procedures are carried out within company policy and procedures and legislative requirements
- Poultry manufacturing systems typically include primary, secondary, tertiary, deboning and filleting, and portioning systems
- Processes within the primary processing system may include: bird receival, stunning, killing and defeathering, evisceration, carcass chilling, carcass grading, feather collection, offal collection, waste collection/disposal and packaging
- Processes within the secondary processing system may include: carcass chilling, carcass grading, deboning, filleting and packaging
- Processes within the tertiary processing system may include: crumbing, forming, filling, curing, cooking, marinating, netting, dicing/stripping, mincing, extrusion, specialist cutting, and packaging
- Processes in the automatic deboning and filleting system may include: machine loading, filleting, trimming and packaging
- Processes in the automatic portioning system may include: hanging, cutting, grading and packaging
- Stages refer to functions or activities in the production and packaging processes

Element	Performance criteria	Evidence guide – Part A
Identify products and quality requirements	Company product range is identified Quality requirements of final products are identified in accord with company specifications	Part A of the Evidence guide identifies the knowledge to be demonstrated to confirm competence for this unit. Part B of the Evidence Guide outlines how this guide is to be applied. It should be read in conjunction with the Range of variables. **Ability to:** – access workplace information to identify materials and production requirements – identify and locate materials used in the work process – identify and location production and/or packaging stages and process in the workplace – comply with OHS and food safety requirements when moving around the workplace
Identify and locate production and packaging processes	Raw materials and related handling systems are located and operated as required Production and packaging stages and processes are identified Equipment used for each stage is located	

Element	Performance criteria	Evidence guide – Part A
		Underpinning knowledge: – range of final products produced by the company – quality requirements/specifications for final products – consequences of product failing to meet quality requirements – stages and processes used to manufacture and package product – basic purpose of equipment used at each stage – outputs at each stage of the process – raw materials/consumables used – preparation, packaging, handling and storage of finished product prior to sale – OHS, quality, food safety and environmental requirements relating to own work

Evidence guide – Part B

Assessment guide

- Assessment must take account of the food industry's endorsed assessment guidelines and may use the non-endorsed Assessment Framework for the Food and Beverage Processing Industry NFITC June 1995.
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- Assessment should be structured on whole of work activities giving emphasis to confirming that the assessee can achieve the workplace outcomes described in the Performance criteria, including demonstration of the underpinning knowledge and skills contained in the Evidence guide.
- The equipment used should be the actual items described in the Range of variables and Assessment context.
- The procedures and documentation should be those typically used in a workplace. Compliance with statutory occupational health and safety, food safety, hygiene and environmental requirements relevant to the food processing industry should be emphasised.
- Assessment should not require a higher level of communication competency than that specified in the core competencies for the particular AQF level.
- Assessment should reinforce the integration of the key competencies and the food industry's core competencies for the particular AQF level.

Assessment context

Assessment must occur in a real or simulated workplace. Such an environment must provide an opportunity for the assessee to describe poultry processing products and processes given:

– work procedures including advice on safe work practices, food safety and environmental requirements
– production systems, stages and processes
– raw materials, in-process and finished product requirements and/or specifications

Relationship to other units

Co-requisites:

– Communicate in the workplace

- Apply basic mathematical concepts
- Apply safe work procedures
- Apply basic quality assurance practices
- Apply basic food safety practices

Relationship to learning resources

Main learning resources:

- There are no specific learning resources currently available for this sector of the food industry

Related learning resources:

- Industrial Communication A
- Calculations A
- Occupational Health & Safety A
- Quality Assurance A
- Food Safety A (Hygiene and Sanitation A)

FDF POCG2 A	Chill carcass
Descriptor	This is a specialist unit that has been developed for poultry processing sector. It covers the principles, equipment and procedures used to wash and chill carcasses

Range of variables

The range of variables provides further advice to interpret the scope and context of this unit of competence. It assumes:

- Work is carried out in accordance with company procedures, legislative requirements and industrial arrangements
- Workplace information can include Standard Operating Procedures (SOPs), specifications, production schedules
- Production equipment may include washers, spin or air chillers, pumps and dosing equipment and conveyor systems
- Confirming equipment status involves checking that hygiene and sanitation standards are met, all safety guards are in place and equipment is operational
- Services may include power, water, and instrumentation air
- Monitoring the process may involve the use of production data such as performance control charts
- Process operation and monitoring functions may be manual or involve the use of a process control system
- Control points refer to those key points in a work process that must be monitored and controlled. This includes food safety (critical), quality and regulatory control points as well as inspections points
- Work is carried out in the presence of moving equipment
- Information systems may be print or screen based

Element	Performance criteria	Evidence guide
Prepare the process for operation	Services are confirmed as available and ready for operation Equipment is checked to confirm readiness for use	This part of the evidence guide identifies the skills and knowledge to be demonstrated to confirm competence for this unit. The Assessment guide and

Operate and monitor the chilling process	Carcass is chilled to specification Control points are monitored to confirm product meets specification Equipment is monitored to confirm operating condition Out-of-specification product, process and equipment performance is identified, rectified and/or reported Waste generated by the process is monitored and cleared as required	context following, outlines how this guide is to be applied. It should be read in conjunction with the Range of variables. **Demonstrated ability to:** – access workplace information to identify production requirements – confirm supply of necessary carcasses and services – select fit and use personal protective clothing and or equipment – liaise with other work areas. – confirm equipment status and condition. This may involve ensuring: ➢ tanks are filled with water ➢ ice conveyor is working ➢ pumps and chlorine dosing equipment are operating – chill carcass to specification. – monitor process to identify out –of-specification results or non-compliance This includes monitoring of:

Element	Performance criteria	Evidence guide
Shutdown the process and clean equipment	The process is shut-down according to company procedures Equipment is prepared for cleaning Waste generated by the process is collected, treated and disposed or recycled according to company procedures	➢ water overflow rates ➢ chlorine level ➢ chiller/water temperature ➢ air temperature (air chillers) ➢ washer agitation ➢ carcass immersion time ➢ deep muscle temperature, and ensuring ➢ carcass shackled securely as they come out of spin chiller – take corrective action in response to out-of-specification results or non-compliance. – report and/or record corrective action as required – monitor supply and flow of carcasses to and from the process. – sort, collect, treat, recycle or dispose of waste – shut down equipment in response to an emergency situation – shut down equipment in response to routine shut down requirements – prepare equipment for cleaning – maintain workplace records – maintain work area to meet housekeeping standards May include the ability to: – clean and sanitise equipment – carry out routine maintenance Underpinning knowledge: – purpose and basic principles of chilling process – purpose of each stage in the process and links to related stages. – effect of each stage on the quality of end product. This includes an understanding of the relationship between, immersion time, water temperature and degree of agitation on the amount of water absorbed by the carcass and on the washing efficiency – quality parameters and characteristics of washed and chilled carcasses – process specifications, procedures and operating parameters. This may include : ➢ procedures for measuring deep muscle temperature ➢ procedures for reshackling carcasses ➢ specifications for temperature range of washers and chillers – production requirements and schedules
Record information	Workplace information is recorded in the appropriate format	

Element	Performance criteria	Evidence guide
		– equipment and instrumentation components capabilities, purpose and operation – basic operating principles of process control system where relevant – services – significance and methods of monitoring control points within the process – common causes of variation and corrective action required – OHS hazards and controls – lock out and tag out procedures – procedures for diagnosing, rectifying and reporting faults – environmental aspects, impacts and controls – shut down and cleaning requirements associated with types of shut downs – waste handling requirements and procedures – recording requirements and procedures May include knowledge of: – cleaning and sanitation procedures – routine maintenance procedures

Evidence guide (continued)

Assessment guide

- Assessment must take account of the food industry's endorsed assessment guidelines and may use the non-endorsed *Assessment Framework for the Food and Beverage Processing Industry NFITC June 1995***.**
- The competencies described in this unit need to be performed over a specified time and events, under normal workplace conditions, having due regard for the key assessment principles of validity, reliability, fairness and flexibility.
- Assessment should be structured on whole of work activities giving emphasis to confirming that the assessee can achieve the workplace outcomes described in the Performance criteria, including demonstration of the underpinning knowledge and skills contained in the Evidence guide.
- The equipment used should be the actual items described in the Range of variables and Assessment context.
- The procedures and documentation should be those typically used in a workplace. Compliance with statutory occupational health and safety, food safety, hygiene and environmental requirements relevant to the food processing industry should be emphasised.
- Assessment should not require a higher level of communication competency than that specified in the core competencies for the particular AQF level.
- Assessment should reinforce the integration of the key competencies and the food industry's core competencies for the particular AQF level.

Assessment context

Assessment must occur in a real or simulated workplace. Such an environment must provide an opportunity for the assessee to prepare and operate the washing and chilling process given:

– work procedures including advice on safe work practices, food safety and environmental requirements
– washing, and chilling procedures and processes
– production schedule
– specifications, control points and processing parameters

- washing, chilling and conveying equipment
- services
- routine preventative maintenance schedule as required
- cleaning schedule as required
- documentation and record keeping system

Relationship to other units

Pre-requisites or equivalent

- Communicate in the workplace
- Apply basic mathematical concepts
- Apply safe work procedures
- Apply basic quality assurance practices
- Apply basic food safety practices

Co-requisites:

- Collect, present and apply workplace information
- Implement occupational health and safety principles and procedures
- Implement quality system
- Implement food safety plan

Related units:

- Clean and sanitise equipment
- Conduct routine preventative maintenance

Where related units are required to operate the washing and chilling process in the workplace, units should be co-assessed.

Relationship to learning resources

Main learning resources:

- There are no specific learning resources currently available for this sector of the food processing industry

Related learning resources:

- Industrial Communication B
- Occupational Health and Safety B
- Quality Assurance B
- Food Safety B (Hygiene and Sanitation B and C)
- Cleaning and Sanitation

FDF POCF2 A	Collect feathers
Descriptor	This is a specialist unit that has been developed for poultry processing sector. It covers the principles, equipment and procedures used to collect feathers.

Range of variables

The range of variables provides further advice to interpret the scope and context of this unit of competence. It assumes:

- Work is carried out in accordance with company procedures, legislative requirements and industrial arrangements
- Workplace information can include Standard Operating Procedures (SOPs), specifications, production schedules
- Feather collection systems can be either wet or dry
- Production equipment:
  - for wet systems may include water recirculation tanks and pumps, feather pump and drain, screening system and relevant safety equipment
  - for dry systems may include perforated conveyor systems, collection bins/trailers, air supply system and relevant safety equipment
- Materials include feathers obtained from the plucking process
- Confirming equipment status involves checking that hygiene and sanitation standards are met, all safety guards are in place and equipment is operational
- Services may include power, water, air, vacuum, compressed and instrumentation air
- Monitoring the process may involve the use of production data such as performance control charts
- Process operation and monitoring functions may be manual or involve the use of a process control system
- Work is carried out in the presence of moving vehicles and equipment
- Information systems may be print or screen based

Element	Performance criteria	Evidence guide
Prepare the feather collection process for operation	Materials are confirmed and available to meet production specifications Services are confirmed as available and ready for operation Equipment is checked to confirm readiness for use	This part of the evidence guide identifies the skills and knowledge to be demonstrated to confirm competence for this unit. The Assessment guide and context following, outlines how this guide is to be applied. It should be read in

Operate and monitor the feather collection process	The feather collection process is operated according to company procedures	conjunction with the Range of variables. **Demonstrated ability to:** – access workplace information to identify production requirements – confirm supply of necessary materials and services. This may include, for wet collection ensuring that bins/trailers are in position and screen is clean. This may include, for dry collection, ensuring that air pressure is available, feather conveyor is operating, trailers are in position, safety guards and rakes are in place, and the system is cycling.

Element	Performance criteria	Evidence guide
Operate and monitor the feather collection process	Equipment is monitored to confirm operating condition Out-of-specification, process and equipment performance is identified, rectified and/or reported Waste generated by the process is monitored and cleared as required	– select fit and use personal protective clothing and or equipment – liaise with other work areas. This may include processing and collection areas – confirm equipment status and condition – collect and load feathers to specification (as required) – monitor feather collection process to identify out -of-specification results or non-compliance. For wet collection this may include monitoring: ➢ feather pumping pit level ➢ feather build up around pump ➢ feather pump vibrations ➢ operation of rotary screen (as required) ➢ static screen overflow (as required) ➢ recirculation pump flow (as required) ➢ screen condition (as required) ➢ pulsating action of system – For dry collection this may include monitoring: ➢ feather build up around entry to blow tank, on conveyors and conveyor drive system ➢ air pressure ➢ position of rakes ➢ sequencing of blowing system ➢ pipe blockages – report and/or record corrective action as required – monitor supply and flow of materials to and from the process. – sort, collect, treat, recycle or dispose of waste (as required) – shut down equipment in response to an emergency situation – shut down equipment in response to routine shut down requirements – prepare equipment for cleaning – clean feather collection process – maintain workplace records – maintain work area to meet housekeeping standards Underpinning knowledge: – purpose and basic principles of the feather collection – links to related processes

Element	Performance criteria	Evidence guide
Shutdown the process and clean equipment	The process is shut-down according to company procedures Equipment is prepared for cleaning Equipment is cleaned to company specifications Waste generated by both the process and cleaning procedures is collected, treated and disposed or recycled according to company procedures	– process specifications, procedures and operating parameters for feather collection – production requirements and schedules – equipment and instrumentation components purpose and operation – basic operating principles of process control system where relevant – services used – common causes of variation and corrective action required – OHS hazards and controls – lock out and tag out procedures – procedures and responsibilities for diagnosing, rectifying and reporting faults – environmental aspects, impacts and controls – shut down and cleaning requirements associated with types of shut downs – waste handling requirements and procedures – recording requirements and procedures
Record information	Workplace information and test results are recorded in the appropriate format	

Evidence guide (continued)

Assessment guide

- Assessment must take account of the food industry's endorsed assessment guidelines and may use the non-endorsed *Assessment Framework for the Food and Beverage Processing Industry NFITC June 1995***.**
- The competencies described in this unit need to be performed over a specified time and events, under normal workplace conditions, having due regard for the key assessment principles of validity, reliability, fairness and flexibility.
- Assessment should be structured on whole of work activities giving emphasis to confirming that the assessee can achieve the workplace outcomes described in the Performance criteria, including demonstration of the underpinning knowledge and skills contained in the Evidence guide.
- The equipment used should be the actual items described in the Range of variables and Assessment context.
- The procedures and documentation should be those typically used in a workplace. Compliance with statutory occupational health and safety, food safety, hygiene and environmental requirements relevant to the food processing industry should be emphasised.
- Assessment should not require a higher level of communication competency than that specified in the core competencies for the particular AQF level.
- Assessment should reinforce the integration of the key competencies and the food industry's core competencies for the particular AQF level.

Assessment context

Assessment must occur in a real or simulated workplace. Such an environment must provide an opportunity for the assessee to operate the feather collection process given:

– work procedures including advice on safe work practices, food safety and environmental requirements
– feather collection systems, procedures and processes
– production schedule
– feather collection equipment
– services

- routine preventative maintenance schedule as required
- cleaning schedule as required
- documentation and record keeping system

Relationship to other units

Pre-requisites or equivalent
- Communicate in the workplace
- Apply basic mathematical concepts
- Apply safe work procedures
- Apply basic quality assurance practices
- Apply basic food safety practices

Co-requisites:
- Collect, present and apply workplace information
- Implement occupational health and safety principles and procedures
- Implement quality system
- Implement food safety plan

Related units:
- Clean and sanitise equipment
- Conduct routine preventative maintenance

Where related units are required to operate the feather collection process in the workplace, units should be co-assessed.

Relationship to learning resources

Main learning resources:
- There are no specific learning resources currently available for this sector of the food processing industry

Related learning resources:
- Industrial Communication B
- Occupational Health and Safety B
- Quality Assurance B
- Food Safety B (Hygiene and Sanitation B and C)
- Cleaning and Sanitation

FDF POIE2 A	Collect inedible offal
Descriptor	This is a specialist unit that has been developed for poultry processing sector. It covers the principles, equipment and procedures used to collect inedible offal.

Range of variables

The range of variables provides further advice to interpret the scope and context of this unit of competence. It assumes:

- Work is carried out in accordance with company procedures, legislative requirements and industrial arrangements
- Workplace information can include Standard Operating Procedures (SOPs), specifications, production schedules
- Production equipment may include collection hoppers, bins, conveying systems, materials handling equipment, suction/vacuum pumps, compressors, collection cyclones and relevant safety equipment
- Confirming equipment status involves checking that hygiene and sanitation standards are met, all safety guards are in place and equipment is operational
- Services may include power, water, and vacuum,
- Inspection/monitoring is typically visual
- Work is carried out in the presence of moving vehicles and equipment
- Information systems may be print or screen based

Element	Performance criteria	Evidence guide
Prepare collection equipment for operation	Services are confirmed as available and ready for operation Equipment is checked to confirm readiness for use	This part of the evidence guide identifies the skills and knowledge to be demonstrated to confirm competence for this unit. The Assessment guide and context following, outlines how this guide is to be applied. It should be read in conjunction with the Range of variables. **Demonstrated ability to:** – access workplace information to identify production requirements – confirm supply of necessary materials and
Collect and transfer inedible offal	The inedible offal is collected according to company procedures Equipment is monitored to confirm operating condition Out-of-specification, equipment performance is identified, rectified and/or reported	

Clean equipment	Equipment is prepared for cleaning Equipment is cleaned to company specifications	services. This may include visually checking that the pumping system is operating, bins are positioned, hopper and cyclone areas are clean – select fit and use personal protective clothing and or equipment – liaise with other work areas. This may include processing and collection areas – confirm equipment status and condition of equipment . – fill, rotate and transfer bins to specification – monitor collection process to identify out -of-specification results or non-compliance. – take corrective action in response to out-of-specification results or non-compliance. This includes procedures for dealing with over full and partially full bins and spillages

Element	Performance criteria	Evidence guide
Record information	Workplace information is recorded in the appropriate format	– report and/or record corrective action as required – monitor supply and flow of materials to and from the process. – prepare equipment for cleaning – clean cyclones and truck loading area – maintain workplace records – maintain work area to meet housekeeping standards Underpinning knowledge: – key stages in the collection and cleaning operation – links to related processes – specifications, procedures and operating parameters for inedible offal collection – production requirements and schedules – end user's requirements for offal collection – equipment and instrumentation components, purpose and operation – services used – common causes of variation and corrective action required. – OHS hazards and controls – lock out and tag out procedures – procedures for diagnosing, rectifying and reporting faults – environmental aspects, impacts and controls – cleaning procedures – waste handling requirements and procedures – recording requirements and procedures

Evidence guide (continued)

Assessment guide

- Assessment must take account of the food industry's endorsed assessment guidelines and may use the non-endorsed *Assessment Framework for the Food and Beverage Processing Industry NFITC June 1995***.**
- The competencies described in this unit need to be performed over a specified time and events, under normal workplace conditions, having due regard for the key assessment principles of validity, reliability, fairness and flexibility.
- Assessment should be structured on whole of work activities giving emphasis to confirming that the assessee can achieve the workplace outcomes described in the Performance criteria, including demonstration of the underpinning knowledge and skills contained in the Evidence guide.
- The equipment used should be the actual items described in the Range of variables and Assessment context.
- The procedures and documentation should be those typically used in a workplace. Compliance with statutory occupational health and safety, food safety, hygiene and environmental requirements relevant to the food processing industry should be emphasised.

- Assessment should not require a higher level of communication competency than that specified in the core competencies for the particular AQF level.
- Assessment should reinforce the integration of the key competencies and the food industry's core competencies for the particular AQF level.

Assessment context

Assessment must occur in a real or simulated workplace. Such an environment must provide an opportunity for the assessee to operate the inedible offal collection process given:

– work procedures including advice on safe work practices, food safety and environmental requirements
– inedible offal collection systems, procedures and processes
– production schedule
– inedible offal collection equipment
– services
– routine preventative maintenance schedule as required
– cleaning schedule as required
– documentation and record keeping system

Relationship to other units

Pre-requisites or equivalent

– Communicate in the workplace
– Apply basic mathematical concepts
– Apply safe work procedures
– Apply basic quality assurance practices
– Apply basic food safety practices

Co-requisites:

– Collect, present and apply workplace information
– Implement occupational health and safety principles and procedures
– Implement quality system
– Implement food safety plan

Related units:

– Operate a forklift
– Clean and sanitise equipment
– Conduct routine preventative maintenance

Where related units are required to operate the inedible offal collection process in the workplace, units should be co-assessed.

Relationship to learning resources

Main learning resources:

– There are no specific learning resources currently available for this sector of the food processing industry

Related learning resources:

– Industrial Communication B
– Occupational Health and Safety B
– Quality Assurance B

- Food Safety B (Hygiene and Sanitation B and C)
- Cleaning and Sanitation

FDF POGC2 A	Grade carcass
Descriptor	This is a specialist unit that has been developed for poultry processing sector. It covers the principles, equipment and procedures used to grade carcasses

Range of variables

The range of variables provides further advice to interpret the scope and context of this unit of competence. It assumes:

- Work is carried out in accordance with company procedures, legislative requirements and industrial arrangements
- Workplace information can include Standard Operating Procedures (SOPs), specifications, production schedules
- Production equipment may include grading line equipment and conveyor systems
- Confirming equipment status involves checking that hygiene and sanitation standards are met, all safety guards are in place and equipment is operational
- Services may include power
- Monitoring the process may involve the use of production data such as performance control charts
- Process operation and monitoring functions may be manual or involve the use of a process control system
- Control points refer to those key points in a work process that must be monitored and controlled. This includes food safety (critical), quality and regulatory control points as well as inspections points
- Work is carried out in the presence of moving equipment
- Information systems may be print or screen based

Element	Performance criteria	Evidence guide
Prepare the process for operation	Services are confirmed as available and ready for operation Equipment is checked to confirm readiness for use	This part of the evidence guide identifies the skills and knowledge to be demonstrated to confirm competence for this unit. The Assessment guide and

Operate and monitor the grading process	Carcass is graded, check weighed and in line switching device operated to specification Control points are monitored to confirm product meets specification Equipment is monitored to confirm operating condition Out-of-specification product and equipment performance is identified, rectified and/or reported Waste generated by the process is monitored and cleared as required	context following, outlines how this guide is to be applied. It should be read in conjunction with the Range of variables. **Demonstrated ability to:** – access workplace information to identify production requirements – confirm supply of necessary carcasses and services. – select fit and use personal protective clothing and or equipment – liaise with other work areas. – confirm equipment status and condition. – grade carcass to specification. This also includes ensuring birds are shackled and necks trimmed to specification. – check weigh birds to ensure water retention level is within specified range (as required)

Element	Performance criteria	Evidence guide
Shutdown the process and clean equipment	The process is shut-down according to company procedures Equipment is prepared for cleaning Waste generated by the process is collected, treated and disposed or recycled according to company procedures	– monitor process to identify out –of-specification results or non-compliance This includes monitoring of: ➢ bruised/ damaged birds ➢ torn skin/muscle ➢ presence of feathers size (undersized) (as required) ➢ broken bones ➢ discolouration ➢ bile/faecal stains ➢ moisture retention levels (as required) – take corrective action in response to out-of-specification results or non-compliance. – report and/or record corrective action as required – monitor supply and flow of carcasses to and from the process. – sort, collect, treat, recycle or dispose of waste – shut down equipment in response to an emergency situation – shut down equipment in response to routine shut down requirements – prepare equipment for cleaning – maintain workplace records – maintain work area to meet housekeeping standards May include the ability to: – clean and sanitise equipment – carry out routine maintenance Underpinning knowledge: – purpose and basic principles of grading and weighing process – purpose of each stage in the process and links to related stages. – effect of each stage on the quality of end product, customer satisfaction, down stream processing of birds and regulatory requirements. – quality parameters and characteristics of washed and chilled carcasses – process specifications, procedures and operating parameters – production requirements and schedules – equipment and instrumentation components, purpose and operation – basic operating principles of process control system where relevant – services used – significance and methods of monitoring control points within the process
Record information	Workplace information is recorded in the appropriate format	

Element	Performance criteria	Evidence guide
		– common causes of variation and corrective action required – OHS hazards and controls – lock out and tag out procedures – procedures for diagnosing, rectifying and reporting faults – environmental aspects, impacts and controls – shut down and cleaning requirements associated with types of shut downs – waste handling requirements and procedures – recording requirements and procedures May include knowledge of: – cleaning and sanitation procedures – routine maintenance procedures

Evidence guide (continued)

Assessment guide

- Assessment must take account of the food industry's endorsed assessment guidelines and may use the non-endorsed *Assessment Framework for the Food and Beverage Processing Industry NFITC June 1995***.**
- The competencies described in this unit need to be performed over a specified time and events, under normal workplace conditions, having due regard for the key assessment principles of validity, reliability, fairness and flexibility.
- Assessment should be structured on whole of work activities giving emphasis to confirming that the assessee can achieve the workplace outcomes described in the Performance criteria, including demonstration of the underpinning knowledge and skills contained in the Evidence guide.
- The equipment used should be the actual items described in the Range of variables and Assessment context.
- The procedures and documentation should be those typically used in a workplace. Compliance with statutory occupational health and safety, food safety, hygiene and environmental requirements relevant to the food processing industry should be emphasised.
- Assessment should not require a higher level of communication competency than that specified in the core competencies for the particular AQF level.
- Assessment should reinforce the integration of the key competencies and the food industry's core competencies for the particular AQF level.

Assessment context

Assessment must occur in a real or simulated workplace. Such an environment must provide an opportunity for the assessee to prepare and operate the grading process given:

– work procedures including advice on safe work practices, food safety and environmental requirements
– check weighing and grading procedures and processes
– production schedule
– specifications, control points and processing parameters
– weighing and grading and conveying equipment
– services
– routine preventative maintenance schedule as required
– cleaning schedule as required
– documentation and record keeping system

Relationship to other units

Pre-requisites or equivalent

– Communicate in the workplace
– Apply basic mathematical concepts
– Apply safe work procedures
– Apply basic quality assurance practices
– Apply basic food safety practices

Co-requisites:

– Collect, present and apply workplace information
– Implement occupational health and safety principles and procedures
– Implement quality system
– Implement food safety plan

Related units:

– Clean and sanitise equipment
– Conduct routine preventative maintenance

Where related units are required to operate the grading process in the workplace, units should be co-assessed.

Relationship to learning resources

Main learning resources:

– There are no specific learning resources currently available for this sector of the food processing industry

Related learning resources:

– Industrial Communication B
– Occupational Health and Safety B
– Quality Assurance B
– Food Safety B (Hygiene and Sanitation B and C)
– Cleaning and Sanitation

FDF PODM2 A	Dice/strip or mince product
Descriptor	This is a specialist unit that has been developed for poultry processing sector. It covers the principles, equipment and procedures used to dice/strip or mince product

Range of variables

The range of variables provides further advice to interpret the scope and context of this unit of competence. It assumes:

- Work is carried out in accordance with company procedures, legislative requirements and industrial arrangements
- Workplace information can include Standard Operating Procedures (SOPs), specifications, production schedules and batch instructions
- Production equipment may include dicing/stripping or mincing equipment and tubs
- Materials typically include raw product free of bones or skin and may include additives/seasonings
- Confirming equipment status involves checking that hygiene and sanitation standards are met, all safety guards are in place and equipment is operational
- Services may include power, steam, water, compressed and instrumentation air
- Monitoring the process may involve the use of production data such as performance control charts
- Process operation and monitoring functions may be manual or involve the use of a process control system
- Control points refer to those key points in a work process that must be monitored and controlled. This includes food safety (critical), quality and regulatory control points as well as inspections points
- Work is carried out in the presence of moving equipment
- Information systems may be print or screen based

Element	Performance criteria	Evidence guide
Prepare the process for operation	Materials are confirmed and available to meet production specifications Materials are prepared to meet production requirements Services are confirmed as available and ready for operation Equipment is checked to confirm readiness for use The process is set to meet production requirements	This part of the evidence guide identifies the skills and knowledge to be demonstrated to confirm competence for this unit. The Assessment guide and context following, outlines how this guide is to be applied. It should be read in conjunction with the Range of variables. **Demonstrated ability to:** – access workplace information to identify production requirements – confirm supply of necessary materials and services. This can involve ensuring raw product is within quality specifications

Operate and monitor the dicing/stripping or mincing process	The dicing/stripping or mincing process is started up according to company procedures Diced/stripped or minced product meets specification	– select fit and use personal protective clothing and or equipment – liaise with other work areas. – confirm equipment status and condition. This can involve ensuring: ➢ waste product bins are available and positioned ➢ equipment is assembled in required configuration ➢ equipment is set to production requirements

Element	Performance criteria	Evidence guide
Operate and monitor the dicing/stripping or mincing process	Control points are monitored to confirm product meets specification Equipment is monitored to confirm operating condition Out-of-specification product, process and equipment performance is identified, rectified and/or reported Waste generated by the process is monitored and cleared as required	– dice/strip/mince product to specification – monitor dicing/stripping process to identify out –of-specification results or non-compliance This include ensuring: ➢ product flow is continuous ➢ product flow rate is within specification ➢ collection bins are monitored and removed as required ➢ blockages are rectified – monitor mincing process to identify out –of-specification results or non-compliance This include ensuring: ➢ even rate of product addition ➢ sequence of product and ingredient addition is to production specifications ➢ cutting/mixing times are adjusted for product type – take corrective action in response to out-of-specification results or non-compliance. – Report and/or record corrective action as required – Monitor supply and flow of materials to and from the process. – sort, collect, treat, recycle or dispose of waste – shut down equipment in response to an emergency situation – shut down equipment in response to routine shut down requirements – prepare equipment for cleaning – maintain workplace records – maintain work area to meet housekeeping standards May include the ability to: – clean and sanitise equipment – carry out routine maintenance Underpinning knowledge: – purpose and basic principles of dicing/stripping or mincing process. – Purpose of each stage in the process and links to related stages – Effect of each stage on the quality of end product, customer satisfaction and down stream processes. – Quality parameters and characteristics of diced/stripped or minced product – Process specifications, procedures and operating parameters. For mincing this includes an understanding of the affect of mincing time on final product quality – Grading/down grading specifications for raw product – Production requirements and schedules
Shutdown the process and clean equipment	The process is shut-down according to company procedures Equipment is prepared for cleaning Waste generated by the process is collected, treated and disposed or recycled according to company procedures	
Record information	Workplace information is recorded in the appropriate format	

Element	Performance criteria	Evidence guide
		– equipment and instrumentation components, purpose and operation – basic operating principles of process control system where relevant – services used – significance and methods of monitoring control points within the process – common causes of variation and corrective action required – OHS hazards and controls – lock out and tag out procedures – procedures for diagnosing, rectifying and reporting faults – environmental aspects, impacts and controls – shut down and cleaning requirements associated with types of shut downs – waste handling requirements and procedures – recording requirements and procedures May include knowledge of: ➢ cleaning and sanitation procedures ➢ routine maintenance procedures

Evidence guide (continued)

Assessment guide

- Assessment must take account of the food industry's endorsed assessment guidelines and may use the non-endorsed *Assessment Framework for the Food and Beverage Processing Industry NFITC June 1995***.**
- The competencies described in this unit need to be performed over a specified time and events, under normal workplace conditions, having due regard for the key assessment principles of validity, reliability, fairness and flexibility.
- Assessment should be structured on whole of work activities giving emphasis to confirming that the assessee can achieve the workplace outcomes described in the Performance criteria, including demonstration of the underpinning knowledge and skills contained in the Evidence guide.
- The equipment used should be the actual items described in the Range of variables and Assessment context.
- The procedures and documentation should be those typically used in a workplace. Compliance with statutory occupational health and safety, food safety, hygiene and environmental requirements relevant to the food processing industry should be emphasised.
- Assessment should not require a higher level of communication competency than that specified in the core competencies for the particular AQF level.
- Assessment should reinforce the integration of the key competencies and the food industry's core competencies for the particular AQF level.

Assessment context

Assessment must occur in a real or simulated workplace. Such an environment must provide an opportunity for the assessee to prepare and operate the dicing/stripping or mincing process given:

– work procedures including advice on safe work practices, food safety and environmental requirements
– dicing/stripping or mincing procedures and processes
– production schedule
– specifications, control points and processing parameters

- dicing/stripping or mincing equipment
- services
- routine preventative maintenance schedule as required
- cleaning schedule as required
- documentation and record keeping system

Relationship to other units

Pre-requisites or equivalent
- Communicate in the workplace
- Apply basic mathematical concepts
- Apply safe work procedures
- Apply basic quality assurance practices
- Apply basic food safety practices

Co-requisites:
- Collect, present and apply workplace information
- Implement occupational health and safety principles and procedures
- Implement quality system
- Implement food safety plan

Related units:
- Clean and sanitise equipment
- Conduct routine preventative maintenance

Where related units are required to operate the dicing/stripping or mincing process in the workplace, units should be co-assessed.

Relationship to learning resources

Main learning resources:
- There are no specific learning resources currently available for this sector of the food processing industry

Related learning resources:
- Industrial Communication B
- Occupational Health and Safety B
- Quality Assurance B
- Food Safety B (Hygiene and Sanitation B and C)
- Cleaning and Sanitation

FDF POBR2 A	Operate the bird receival process
Descriptor	This is a specialist unit that has been developed for poultry processing sector. It covers the principles, equipment and procedures used to receive, store and hang live poultry

Range of variables

The range of variables provides further advice to interpret the scope and context of this unit of competence. It assumes:

- Work is carried out in accordance with company procedures, legislative requirements and industrial arrangements. This includes the Code of Practice for Handling and Storage of Live Birds
- Workplace information can include Standard Operating Procedures (SOPs), specifications, production schedules
- Production equipment may include bird holding/storage facilities, unloading equipment, and bird shackling systems
- Confirming equipment status involves checking that hygiene and sanitation standards are met, all safety guards are in place and equipment is operational
- Services may include power, and water
- Inspection/monitoring is typically visual
- Work is carried out in the presence of moving vehicles and equipment
- Information systems may be print or screen based

Element	Performance criteria	Evidence guide
Prepare process for operation	Services are confirmed as available and ready for operation Equipment is checked to confirm readiness for use Load shifting equipment is started up according to company procedures	This part of the evidence guide identifies the skills and knowledge to be demonstrated to confirm competence for this unit. The Assessment guide and context following, outlines how this guide is to be applied. It should be read in

Receive and hang live birds	Identify and confirm load against documentation Unload and store birds according to company specifications Hang birds to specifications Equipment is monitored to confirm operating condition Out-of-specification, process and equipment performance is identified, rectified and/or reported	conjunction with the Range of variables. **Demonstrated ability to:** – access workplace information to confirm load specifications and production requirements – confirm supply of necessary services. This may include ensuring that storage facilities are available – select fit and use personal protective clothing and or equipment – liaise with other work areas. – confirm equipment status and condition of equipment . This includes confirming shackle set up given bird type and size – identify and tag loads. This includes checking against weighbridge documentation – start up, operate and shut down load shifting equipment according to company procedures – unload birds. This includes assessing live bird condition, isolating dead birds and retrieving escaped birds – store birds. This includes protecting birds from adverse weather conditions – hang birds

Element	Performance criteria	Evidence guide
Record information	Workplace information is recorded in the appropriate format	– monitor receival, storage and hanging process to identify out –of-specification results or non-compliance. – take corrective action in response to out-of-specification results or non-compliance. – report and/or record corrective action as required – prepare equipment for cleaning – maintain workplace records – maintain work area to meet housekeeping standards Underpinning knowledge: – key stages in the receival, storage and hanging operation – links to related processes – specifications, procedures and operating parameters for receival, storage and hanging. This also includes procedures for minimising bird damage/stress – production requirements and schedules – effect of bird size and type on process parameters – equipment and instrumentation components, purpose and operation – services used – common causes of variation and corrective action required. – OHS hazards and controls – lock out and tag out procedures – procedures for diagnosing, rectifying and reporting faults – environmental aspects, impacts and controls – waste handling requirements and procedures – recording requirements and procedures

Evidence guide (continued)

Assessment guide

- Assessment must take account of the food industry's endorsed assessment guidelines and may use the non-endorsed *Assessment Framework for the Food and Beverage Processing Industry NFITC June 1995***.**
- The competencies described in this unit need to be performed over a specified time and events, under normal workplace conditions, having due regard for the key assessment principles of validity, reliability, fairness and flexibility.
- Assessment should be structured on whole of work activities giving emphasis to confirming that the assessee can achieve the workplace outcomes described in the Performance criteria, including demonstration of the underpinning knowledge and skills contained in the Evidence guide.
- The equipment used should be the actual items described in the Range of variables and Assessment context.
- The procedures and documentation should be those typically used in a workplace. Compliance with statutory occupational health and safety, food safety, hygiene and environmental requirements relevant to the food processing industry should be emphasised.

- Assessment should not require a higher level of communication competency than that specified in the core competencies for the particular AQF level.
- Assessment should reinforce the integration of the key competencies and the food industry's core competencies for the particular AQF level.

Assessment context

Assessment must occur in a real or simulated workplace. Such an environment must provide an opportunity for the assessee to operate the bird receival and hanging process given:

– work procedures including advice on safe work practices, food safety and environmental requirements
– bird receival, storage and hanging systems, procedures and processes
– production schedule
– loading shifting, and hanging equipment,
– storage facilities
– services
– routine preventative maintenance schedule as required
– cleaning schedule as required
– documentation and record keeping system

Relationship to other units

Pre-requisites or equivalent

– Communicate in the workplace
– Apply basic mathematical concepts
– Apply safe work procedures
– Apply basic quality assurance practices
– Apply basic food safety practices

Co-requisites:

– Collect, present and apply workplace information
– Implement occupational health and safety principles and procedures
– Implement quality system
– Implement food safety plan

Related units:

– Operate a forklift
– Clean and sanitise equipment
– Conduct routine preventative maintenance

Where related units are required to operate the receival and hanging process in the workplace, units should be co-assessed.

Relationship to learning resources

Main learning resources:

– There are no specific learning resources currently available for this sector of the food processing industry

Related learning resources:

– Industrial Communication B
– Occupational Health and Safety B

- Quality Assurance B
- Food Safety B (Hygiene and Sanitation B and C)
- Cleaning and Sanitation

FDF POSK2 A	Operate a stunning, killing and defeathering process
Descriptor	This is a specialist unit that has been developed for poultry processing sector. It covers the principles, equipment and procedures used to stun, kill and defeather poultry

Range of variables

The range of variables provides further advice to interpret the scope and context of this unit of competence. It assumes:

- Work is carried out in accordance with company procedures, legislative requirements and industrial arrangements
- Workplace information can include Standard Operating Procedures (SOPs), specifications, production schedules
- Production equipment may include killing, scalding, and plucking equipment, shackle and feather collection systems, bleeding tunnels and knives
- Confirming equipment status involves checking that hygiene and sanitation standards are met, all safety guards are in place and equipment is operational
- Services may include power, steam, water, vacuum, and instrumentation air
- Monitoring the process may involve the use of production data such as performance control charts
- Process operation and monitoring functions may be manual or involve the use of a process control system
- Control points refer to those key points in a work process that must be monitored and controlled. This includes food safety (critical), quality and regulatory control points as well as inspections points
- Work is carried out in the presence of moving equipment
- Information systems may be print or screen based

Element	Performance criteria	Evidence guide
Prepare the process for operation	Birds are confirmed and available to meet production requirements Services are confirmed as available and ready for operation Equipment is checked to confirm readiness for use	This part of the evidence guide identifies the skills and knowledge to be demonstrated to confirm competence for this unit. The Assessment guide and context following, outlines how this guide is to be applied. It should be read in

Operate and monitor the process	Birds are stunned, killed and bled according to company procedures Feathers and heads are removed according to company procedures Control points are monitored to confirm product meets specification Equipment is monitored to confirm operating condition	conjunction with the Range of variables. **Demonstrated ability to:** – access workplace information to identify production requirements – confirm supply of necessary live birds and services – select fit and use personal protective clothing and or equipment – liaise with other work areas. – confirm equipment status and condition. This may involve ensuring: ➢ killer guide bars are positioned and adjusted for bird size ➢ blades are sharp, rotating and adjusted for bird size

Element	Performance criteria	Evidence guide
Operate and monitor the process	Out-of-specification product, process and equipment performance is identified, rectified and/or reported Waste generated by the process is monitored and cleared as required	➢ temperature of scald tank is within operational range ➢ plucker and head remover settings are adjusted for bird size/type – stun, kill, bleed, scald, defeather and remove heads to specification manually kill birds as required. This involves ensuring knives are sharp and handled to specification – monitor process to identify out -of-specification results or non-compliance. This may involve monitoring: ➢ bleeding time ➢ scald water temperature and immersion time ➢ level of feather removal ➢ angle and height of head removal – take corrective action in response to out-of-specification results or non-compliance – report and/or record corrective action as required – monitor supply and flow of birds to and from the process. – sort, collect, treat, recycle or dispose of waste – shut down equipment in response to an emergency situation – shut down equipment in response to routine shut down requirements – prepare equipment for cleaning – maintain workplace records – maintain work area to meet housekeeping standards May include the ability to: – clean and sanitise equipment – carry out routine maintenance Underpinning knowledge: – purpose and basic principles of the stunning, killing, defeathering process – purpose of each stage in the process and links to related stages – effect of each stage on the quality of end product – quality parameters and characteristics – process specifications, procedures and operating parameters – effect of bird size and type on process settings, parameters and outcomes. – production requirements and schedules – relationship between: – purpose and operation – basic operating principles of process control system where relevant
Shutdown the process and clean equipment	The process is shut-down according to company procedures Equipment is prepared for cleaning Waste generated by the process is collected, treated and disposed or recycled according to company procedures	
Record information	Workplace information is recorded in the appropriate format	

Element	Performance criteria	Evidence guide
		➢ bleeding process and meat quality and yield ➢ immersion time and water temperature on plucking process – equipment and instrumentation components services used – significance and methods of monitoring control points within the process – common causes of variation and corrective action required – OHS hazards and controls – lock out and tag out procedures – procedures for diagnosing, rectifying and reporting faults – environmental aspects, impacts and controls – shut down and cleaning requirements associated with types of shut downs – waste handling requirements and procedures – recording requirements and procedures May include knowledge of: – cleaning and sanitation procedures – routine maintenance procedures

Evidence guide (continued)

Assessment guide

- Assessment must take account of the food industry's endorsed assessment guidelines and may use the non-endorsed *Assessment Framework for the Food and Beverage Processing Industry NFITC June 1995***.**
- The competencies described in this unit need to be performed over a specified time and events, under normal workplace conditions, having due regard for the key assessment principles of validity, reliability, fairness and flexibility.
- Assessment should be structured on whole of work activities giving emphasis to confirming that the assessee can achieve the workplace outcomes described in the Performance criteria, including demonstration of the underpinning knowledge and skills contained in the Evidence guide.
- The equipment used should be the actual items described in the Range of variables and Assessment context.
- The procedures and documentation should be those typically used in a workplace. Compliance with statutory occupational health and safety, food safety, hygiene and environmental requirements relevant to the food processing industry should be emphasised.
- Assessment should not require a higher level of communication competency than that specified in the core competencies for the particular AQF level.
- Assessment should reinforce the integration of the key competencies and the food industry's core competencies for the particular AQF level.

Assessment context

Assessment must occur in a real or simulated workplace. Such an environment must provide an opportunity for the assessee to prepare and operate the stunning, killing, scalding, defeathering process given:

– work procedures including advice on safe work practices, food safety and environmental requirements

– procedures and processes

- production schedule
- specifications, control points and processing parameters
- stunning, killing, scalding, defeathering and head removal equipment
- services
- routine preventative maintenance schedule as required
- cleaning schedule as required
- documentation and record keeping system

Relationship to other units

Pre-requisites or equivalent
- Communicate in the workplace
- Apply basic mathematical concepts
- Apply safe work procedures
- Apply basic quality assurance practices
- Apply basic food safety practices

Co-requisites:
- Collect, present and apply workplace information
- Implement occupational health and safety principles and procedures
- Implement quality system
- Implement food safety plan

Related units:
- Clean and sanitise equipment
- Conduct routine preventative maintenance

Where related units are required to operate the stunning, killing, scalding, defeathering process in the workplace, units should be co-assessed.

Relationship to learning resources

Main learning resources:
- There are no specific learning resources currently available for this sector of the food processing industry

Related learning resources:
- Industrial Communication B
- Occupational Health and Safety B
- Quality Assurance B
- Food Safety B (Hygiene and Sanitation B and C)
- Cleaning and Sanitation

FDF POWB2 A	Prepare whole birds
Descriptor	This is a specialist unit that has been developed for poultry processing sector. It covers the principles, equipment and procedures used to prepare and package whole birds

Range of variables

The range of variables provides further advice to interpret the scope and context of this unit of competence. It assumes:

- Work is carried out in accordance with company procedures, legislative requirements and industrial arrangements
- Workplace information can include Standard Operating Procedures (SOPs), specifications, production schedules and batch/recipe instructions
- Production equipment may include preparation, weighing and packaging equipment
- Materials typically include whole birds, seasoning and necks if required and packaging consumables
- Confirming equipment status involves checking that hygiene and sanitation standards are met, all safety guards are in place and equipment is operational
- Services may include power
- Monitoring the process may involve the use of production data such as performance control charts
- Process operation and monitoring functions may be manual or involve the use of a process control system
- Control points refer to those key points in a work process that must be monitored and controlled. This includes food safety (critical), quality and regulatory control points as well as inspections points
- Information systems may be print or screen based

Element	Performance criteria	Evidence guide
Prepare the process for operation	Materials are confirmed and available to meet production specifications Services are confirmed as available and ready for operation Equipment is checked to confirm readiness for use	This part of the evidence guide identifies the skills and knowledge to be demonstrated to confirm competence for this unit. The Assessment guide and context following, outlines how this guide is to be applied. It should be read in

		conjunction with the Range of variables. **Demonstrated ability to:** – access workplace information to identify production requirements – confirm supply of necessary materials and services. – select fit and use personal protective clothing and or equipment – liaise with other work areas. – confirm equipment status and condition. This can involve taring of scales, and positioning of tubs

Element	Performance criteria	Evidence guide
Operate and monitor the preparation process	Birds are prepared, weighed and packaged to specification Control points are monitored to confirm product meets specification Equipment is monitored to confirm operating condition Out-of-specification product, process and equipment performance is identified, rectified and/or reported Waste generated by the process is monitored and cleared as required	– prepare birds. This may include ensuring: ➢ wings (where required), neck and legs positioned/tucked ➢ seasoning inserted – check weigh and pack birds to specification – monitor process to identify out –of-specification results or non-compliance This can include: ➢ grading/downgrading birds ➢ product presentation and packing pattern ➢ weight/portion control – take corrective action in response to out-of-specification results or non-compliance. – report and/or record corrective action as required – monitor supply and flow of materials to and from the process. – sort, collect, treat, recycle or dispose of waste – shut down equipment in response to an emergency situation – shut down equipment in response to routine shut down requirements – prepare equipment for cleaning – maintain workplace records – maintain work area to meet housekeeping standards May include the ability to: – clean and sanitise equipment – carry out routine maintenance Underpinning knowledge: – purpose and basic principles of preparation, and packaging process. This includes an understanding of the importance of portion control to customer and company – purpose of each stage in the process and links to related stages. – effect of each stage on the quality of end product, customer satisfaction, down stream processing of birds and regulatory requirements. – quality parameters and characteristics of prepared and packaged product – process specifications, procedures and operating parameters – production requirements and schedules – equipment and instrumentation components, purpose and operation
Shutdown the process and clean equipment	The process is shut-down according to company procedures Equipment is prepared for cleaning Waste generated by the process is collected, treated and disposed or recycled according to company procedures	

Element	Performance criteria	Evidence guide
Record information	Workplace information is recorded in the appropriate format	– basic operating principles of process control system where relevant – services used – significance and methods of monitoring control points within the process – common causes of variation and corrective action required – OHS hazards and controls – lock out and tag out procedures – procedures for diagnosing, rectifying and reporting faults – environmental aspects, impacts and controls – shut down and cleaning requirements associated with types of shut downs – waste handling requirements and procedures – recording requirements and procedures May include knowledge of: – cleaning and sanitation procedures – routine maintenance procedures

Evidence guide (continued)

Assessment guide

- Assessment must take account of the food industry's endorsed assessment guidelines and may use the non-endorsed *Assessment Framework for the Food and Beverage Processing Industry NFITC June 1995***.**
- The competencies described in this unit need to be performed over a specified time and events, under normal workplace conditions, having due regard for the key assessment principles of validity, reliability, fairness and flexibility.
- Assessment should be structured on whole of work activities giving emphasis to confirming that the assessee can achieve the workplace outcomes described in the Performance criteria, including demonstration of the underpinning knowledge and skills contained in the Evidence guide.
- The equipment used should be the actual items described in the Range of variables and Assessment context.
- The procedures and documentation should be those typically used in a workplace. Compliance with statutory occupational health and safety, food safety, hygiene and environmental requirements relevant to the food processing industry should be emphasised.
- Assessment should not require a higher level of communication competency than that specified in the core competencies for the particular AQF level.
- Assessment should reinforce the integration of the key competencies and the food industry's core competencies for the particular AQF level.

Assessment context

Assessment must occur in a real or simulated workplace. Such an environment must provide an opportunity for the assessee to prepare and operate the preparation and packaging process given:

– work procedures including advice on safe work practices, food safety and environmental requirements
– preparation, weighing and packaging procedures and processes
– production schedule
– specifications, control points and processing parameters
– preparation, weighing and packaging equipment

– services
– routine preventative maintenance schedule as required
– cleaning schedule as required
– documentation and record keeping system

Relationship to other units

Pre-requisites or equivalent
– Communicate in the workplace
– Apply basic mathematical concepts
– Apply safe work procedures
– Apply basic quality assurance practices
– Apply basic food safety practices

Co-requisites:
– Collect, present and apply workplace information
– Implement occupational health and safety principles and procedures
– Implement quality system
– Implement food safety plan

Related units:
– Pack product manually (poultry)
– Clean and sanitise equipment
– Conduct routine preventative maintenance

Where related units are required to operate the preparation and packaging process in the workplace, units should be co-assessed.

Relationship to learning resources

Main learning resources:
– There are no specific learning resources currently available for this sector of the food processing industry

Related learning resources:
– Industrial Communication B
– Occupational Health and Safety B
– Quality Assurance B
– Food Safety B (Hygiene and Sanitation B and C)
– Cleaning and Sanitation
– Packaging A

FDF POEP2 A	Operate an evisceration process
Descriptor	This is a specialist unit that has been developed for poultry processing sector. It covers the principles, equipment and procedures used to wash and chill carcasses

Range of variables

The range of variables provides further advice to interpret the scope and context of this unit of competence. It assumes:

- Work is carried out in accordance with company procedures, legislative requirements and industrial arrangements
- Workplace information can include Standard Operating Procedures (SOPs), specifications, production schedules
- Production equipment may include evisceration and offal harvesting equipment
- Confirming equipment status involves checking that hygiene and sanitation standards are met, all safety guards are in place and equipment is operational
- Services may include power, water, and instrumentation air
- Monitoring the process may involve the use of production data such as performance control charts
- Process operation and monitoring functions may be manual or involve the use of a process control system
- Process stages can include head removal, vent cutting/opening, package removal, edible offal recovery, neck breaking and removal, final inspection and carcass washing
- Control points refer to those key points in a work process that must be monitored and controlled. This includes food safety (critical), quality and regulatory control points as well as inspections points
- Work is carried out in the presence of moving equipment
- Information systems may be print or screen based

Element	Performance criteria	Evidence guide
Prepare the process for operation	Services are confirmed as available and ready for operation Equipment is checked to confirm readiness for use	This part of the evidence guide identifies the skills and knowledge to be demonstrated to confirm competence for this unit. The Assessment guide and

		context following, outlines how this guide is to be applied. It should be read in conjunction with the Range of variables. **Demonstrated ability to:** – access workplace information to identify production requirements – confirm supply of necessary carcasses and services – select fit and use personal protective clothing and or equipment – liaise with other work areas. – confirm equipment status and condition. This may involve ensuring: ➢ equipment parts are moving freely ➢ spray jets are operating ➢ settings are adjusted ➢ waste product bins are in position

Element	Performance criteria	Evidence guide
Operate and monitor evisceration process	Viscera is removed to specification Control points are monitored to confirm product meets specification Equipment is monitored to confirm operating condition Out-of-specification product, process and equipment performance is identified, rectified and/or reported Waste generated by the process is monitored and cleared as required	– remove viscera to specification. This may include manually gutting birds as required – monitor process to identify out –of-specification results or non-compliance This includes ensuring: ➢ shanks are cleanly cut to remove feet ➢ carcass is reshackled to specification ➢ vent/cloaca is opened and removed minimising faecal contamination or manure spillage ➢ intestinal package is removed with lungs and liver undamaged and visible ➢ neck is separated and or removed from carcass at required length ➢ neck skin is trimmed as required ➢ cavity is completely empty on final inspection ➢ carcass is washed clean – grade carcass. This includes monitoring for: ➢ bile/faecal stain ➢ broken bones ➢ bruising ➢ size (undersized) ➢ colour (red birds) – take corrective action in response to out-of-specification results or non-compliance. – report and/or record corrective action as required – monitor supply and flow of carcasses to and from the process. – sort, collect, treat, recycle or dispose of waste – shut down equipment in response to an emergency situation – shut down equipment in response to routine shut down requirements – prepare equipment for cleaning – maintain workplace records – maintain work area to meet housekeeping standards May include the ability to: – clean and sanitise equipment – carry out routine maintenance Underpinning knowledge: – purpose and basic principles of evisceration process – purpose of each stage in the process and links to related stages.
Shutdown the process and clean equipment	The process is shut-down according to company procedures Equipment is prepared for cleaning Waste generated by the process is collected, treated and disposed or recycled according to company procedures	

Element	Performance criteria	Evidence guide
Record information	Workplace information is recorded in the appropriate format	– effect of each stage on the quality of end product. – quality parameters and characteristics of eviscerated carcasses – process specifications, procedures and operating parameters. This may include procedures for : ➢ grading and handling of down graded carcasses ➢ adjusting feet cutting blades ➢ rehanging birds ➢ adjusting spoon height ➢ adjusting neck breaker height ➢ manually gutting birds as required – effect of bird size and type on process settings, parameters and outcomes – production requirements and schedules – equipment and instrumentation components, purpose and operation – basic operating principles of process control system where relevant – services used – significance and methods of monitoring control points within the process – common causes of variation and corrective action required – OHS hazards and controls – lock out and tag out procedures – procedures for diagnosing, rectifying and reporting faults – environmental aspects, impacts and controls – shut down and cleaning requirements associated with types of shut downs – waste handling requirements and procedures – recording requirements and procedures May include knowledge of: – cleaning and sanitation procedures – routine maintenance procedures

Evidence guide (continued)

Assessment guide

- Assessment must take account of the food industry's endorsed assessment guidelines and may use the non-endorsed *Assessment Framework for the Food and Beverage Processing Industry NFITC June 1995***.**
- The competencies described in this unit need to be performed over a specified time and events, under normal workplace conditions, having due regard for the key assessment principles of validity, reliability, fairness and flexibility.
- Assessment should be structured on whole of work activities giving emphasis to confirming that the assessee can achieve the workplace outcomes described in the Performance criteria, including demonstration of the underpinning knowledge and skills contained in the Evidence guide.

- The equipment used should be the actual items described in the Range of variables and Assessment context.
- The procedures and documentation should be those typically used in a workplace. Compliance with statutory occupational health and safety, food safety, hygiene and environmental requirements relevant to the food processing industry should be emphasised.
- Assessment should not require a higher level of communication competency than that specified in the core competencies for the particular AQF level.
- Assessment should reinforce the integration of the key competencies and the food industry's core competencies for the particular AQF level.

Assessment context

Assessment must occur in a real or simulated workplace. Such an environment must provide an opportunity for the assessee to prepare and operate the evisceration process given:

– work procedures including advice on safe work practices, food safety and environmental requirements
– evisceration procedures and processes
– production schedule
– specifications, control points and processing parameters
– evisceration equipment
– services
– routine preventative maintenance schedule as required
– cleaning schedule as required
– documentation and record keeping system

Relationship to other units

Pre-requisites or equivalent

– Communicate in the workplace
– Apply basic mathematical concepts
– Apply safe work procedures
– Apply basic quality assurance practices
– Apply basic food safety practices

Co-requisites:

– Collect, present and apply workplace information
– Implement occupational health and safety principles and procedures
– Implement quality system
– Implement food safety plan

Related units:

– Clean and sanitise equipment
– Conduct routine preventative maintenance

Where related units are required to operate the evisceration process in the workplace, units should be co-assessed.

Relationship to learning resources

Main learning resources:

– There are no specific learning resources currently available for this sector of the food processing industry

Related learning resources:

- Industrial Communication B
- Occupational Health and Safety B
- Quality Assurance B
- Food Safety B (Hygiene and Sanitation B and C)
- Cleaning and Sanitation

FDF POIM2 A	Inject marinate product
Descriptor	This is a specialist unit that has been developed for poultry processing sector. It covers the principles, equipment and procedures used to inject marinate birds

Range of variables

The range of variables provides further advice to interpret the scope and context of this unit of competence. It assumes:

- Work is carried out in accordance with company procedures, legislative requirements and industrial arrangements
- Workplace information can include Standard Operating Procedures (SOPs), specifications, production schedules and batch/recipe instructions
- Production equipment may include injection marinating equipment, and weighing and packaging equipment
- Materials typically include whole birds, marinade and process and packaging consumables
- Confirming equipment status involves checking that hygiene and sanitation standards are met, all safety guards are in place and equipment is operational
- Services may include power, and water
- Monitoring the process may involve the use of production data such as performance control charts
- Process operation and monitoring functions may be manual or involve the use of a process control system
- Control points refer to those key points in a work process that must be monitored and controlled. This includes food safety (critical), quality and regulatory control points as well as inspections points
- Work is carried out in the presence of moving equipment
- Information systems may be print or screen based

Element	Performance criteria	Evidence guide
Prepare the process for operation	Materials are confirmed and available to meet production specifications Services are confirmed as available and ready for operation Equipment is checked to confirm readiness for use	This part of the evidence guide identifies the skills and knowledge to be demonstrated to confirm competence for this unit. The Assessment guide and context following, outlines how this guide is to be applied. It should be read in conjunction with the Range of variables. **Demonstrated ability to:** – access workplace information to identify production requirements – confirm supply of necessary materials and services. – select fit and use personal protective clothing and or equipment – liaise with other work areas. – confirm equipment status and condition. This can involve ensuring: ➢ pumps are operating ➢ system pressure is within specification ➢ weighing equipment is operating to specification ➢ tubs are positioned

Element	Performance criteria	Evidence guide
Operate and monitor the inject marinating process	Marinade is prepared and loaded to specification Injection marinated product meets specification Control points are monitored to confirm product meets specification Equipment is monitored to confirm operating condition	➢ needles are in position and not broken or bent – prepare and load marinade. – inject marinate birds. This may include ensuring: ➢ birds are loaded to specification ➢ pressure settings are within specified range ➢ marinade temperature is within specified range – check weigh and pack birds to specification – monitor process to identify out –of-specification results or non-compliance This can include: ➢ grading/downgrading birds ➢ product presentation and packing pattern ➢ check weighing – take corrective action in response to out-of-specification results or non-compliance. – Report and/or record corrective action as required – Monitor supply and flow of materials to and from the process. – sort, collect, treat, recycle or dispose of waste – shut down equipment in response to an emergency situation – shut down equipment in response to routine shut down requirements – prepare equipment for cleaning – maintain workplace records – maintain work area to meet housekeeping standards May include the ability to: – clean and sanitise equipment – carry out routine maintenance Underpinning knowledge: – purpose and basic principles of preparation, and packaging process. This includes an understanding of the importance of portion control to customer and company – purpose of each stage in the process and links to related stages. – Effect of each stage on the quality of end product, customer satisfaction, down stream processing of birds and regulatory requirements. – Quality parameters and characteristics of prepared and packaged product – Process specifications, procedures and operating parameters
Operate and monitor the preparation process	Out-of-specification product, process and equipment performance is identified, rectified and/or reported Waste generated by the process is monitored and cleared as required	
Shutdown the process and clean equipment	The process is shut-down according to company procedures Equipment is prepared for cleaning Waste generated by the process is collected, treated and disposed or recycled according to company procedures	

Element	Performance criteria	Evidence guide
Record information	Workplace information is recorded in the appropriate format	– Production requirements and schedules – Equipment and instrumentation components, purpose and operation – basic operating principles of process control system where relevant – services used – significance and methods of monitoring control points within the process – common causes of variation and corrective action required – OHS hazards and controls – lock out and tag out procedures – procedures for diagnosing, rectifying and reporting faults – environmental aspects, impacts and controls – shut down and cleaning requirements associated with types of shut downs – waste handling requirements and procedures – recording requirements and procedures May include knowledge of: – cleaning and sanitation procedures – routine maintenance procedures

Evidence guide (continued)

Assessment guide

- Assessment must take account of the food industry's endorsed assessment guidelines and may use the non-endorsed *Assessment Framework for the Food and Beverage Processing Industry NFITC June 1995***.**
- The competencies described in this unit need to be performed over a specified time and events, under normal workplace conditions, having due regard for the key assessment principles of validity, reliability, fairness and flexibility.
- Assessment should be structured on whole of work activities giving emphasis to confirming that the assessee can achieve the workplace outcomes described in the Performance criteria, including demonstration of the underpinning knowledge and skills contained in the Evidence guide.
- The equipment used should be the actual items described in the Range of variables and Assessment context.
- The procedures and documentation should be those typically used in a workplace. Compliance with statutory occupational health and safety, food safety, hygiene and environmental requirements relevant to the food processing industry should be emphasised.
- Assessment should not require a higher level of communication competency than that specified in the core competencies for the particular AQF level.
- Assessment should reinforce the integration of the key competencies and the food industry's core competencies for the particular AQF level.

Assessment context

Assessment must occur in a real or simulated workplace. Such an environment must provide an opportunity for the assessee to prepare and operate the inject marinating process given:

– work procedures including advice on safe work practices, food safety and environmental requirements
– inject marinating and packaging procedures and processes
– production schedule

- specifications, control points and processing parameters
- inject marinating, weighing and packaging equipment
- services
- routine preventative maintenance schedule as required
- cleaning schedule as required
- documentation and record keeping system

Relationship to other units

Pre-requisites or equivalent
- Communicate in the workplace
- Apply basic mathematical concepts
- Apply safe work procedures
- Apply basic quality assurance practices
- Apply basic food safety practices

Co-requisites:
- Collect, present and apply workplace information
- Implement occupational health and safety principles and procedures
- Implement quality system
- Implement food safety plan

Related units:
- Pack product manually (poultry)
- Clean and sanitise equipment
- Conduct routine preventative maintenance

Where related units are required to operate the inject marinating and packaging process in the workplace, units should be co-assessed.

Relationship to learning resources

Main learning resources:
- There are no specific learning resources currently available for this sector of the food processing industry

Related learning resources:
- Industrial Communication B
- Occupational Health and Safety B
- Quality Assurance B
- Food Safety B (Hygiene and Sanitation B and C)
- Cleaning and Sanitation
- Packaging A

FDF POCP2 A	Operate a crumbing process
Descriptor	This is a specialist unit that has been developed for poultry processing sector. It covers the principles, equipment and procedures used to crumb product

Range of variables

The range of variables provides further advice to interpret the scope and context of this unit of competence. It assumes:

- Work is carried out in accordance with company procedures, legislative requirements and industrial arrangements
- Workplace information can include Standard Operating Procedures (SOPs), specifications, production schedules and batch/recipe instructions
- Production equipment may include in line batter and crumbing machines, and mixing equipment. It may also include where relevant in line/flat bed freezers, in line cooking and flash frying equipment and in line metal detection equipment
- Materials typically include raw product (bone in or bone out products) or formed products and processing ingredients such as flour, batter, crumbs and seasonings
- Confirming equipment status involves checking that hygiene and sanitation standards are met, all safety guards are in place and equipment is operational
- Services may include power, steam, water, compressed and instrumentation air
- Monitoring the process may involve the use of production data such as performance control charts
- Process operation and monitoring functions may be manual or involve the use of a process control system
- Control points refer to those key points in a work process that must be monitored and controlled. This includes food safety (critical), quality and regulatory control points as well as inspections points
- Work is carried out in the presence of moving equipment
- Information systems may be print or screen based

Element	Performance criteria	Evidence guide
Prepare the process for operation	Materials are confirmed and available to meet production specifications Services are confirmed as available and ready for operation Equipment is checked to confirm readiness for use	This part of the evidence guide identifies the skills and knowledge to be demonstrated to confirm competence for this unit. The Assessment guide and context following, outlines how this guide is to be applied. It should be read in

Operate and monitor the crumbing process	Batter is prepared and loaded to specification Crumbed product meets specification Product is flash fried/cooked/cooled as required to specification Control points are monitored to confirm product meets specification	conjunction with the Range of variables. **Demonstrated ability to:** – access workplace information to identify production requirements – confirm supply of necessary materials and services. This can involve ensuring raw product is within quality and size specifications and that ingredients show no visible signs of contamination – select fit and use personal protective clothing and or equipment – liaise with other work areas. – confirm equipment status and condition. This can involve ensuring:

Element	Performance criteria	Evidence guide
Operate and monitor the crumbing process	Equipment is monitored to confirm operating condition Out-of-specification product, process and equipment performance is identified, rectified and/or reported Waste generated by the process is monitored and cleared as required	➢ waste product bins are available and positioned ➢ matts and relevant safety equipment are available and in position – prepare and load batter. – monitor batter process to identify out –of-specification results or non-compliance This can include: ➢ batter mix is selected in accordance with recipe ➢ batter quality is within specification. This includes, mix : water ratio, and viscosity – crumb product to specification – monitor crumbing process to identify out –of-specification results or non-compliance This can include: ➢ grading/downgrading raw product ➢ product spacing and positioning ➢ batter flow rate ➢ crumb recirculation ➢ flow rate/batch size ➢ coating pick up rate ➢ chain blockages – flash fry product (as required) ensuring frying time and temperature is within specification – cook product (as required) ensuring cooking time and oven temperature is within specification – cool product (as required) ensuring cooling time and freezer temperature is within specification – take corrective action in response to out-of-specification results or non-compliance. This includes manually re-crumbing as required – report and/or record corrective action as required – monitor supply and flow of materials to and from the process. – sort, collect, treat, recycle or dispose of waste – shut down equipment in response to an emergency situation – shut down equipment in response to routine shut down requirements – prepare equipment for cleaning – maintain workplace records – maintain work area to meet housekeeping standards May include the ability to: – clean and sanitise equipment – carry out routine maintenance
Shutdown the process and clean equipment	The process is shut-down according to company procedures Equipment is prepared for cleaning Waste generated by the process is collected, treated and disposed or recycled according to company procedures	
Record information	Workplace information is recorded in the appropriate format	

Element	Performance criteria	Evidence guide
		Underpinning knowledge: – purpose and basic principles of battering and crumbing process. This includes an understanding of the importance of portion control to customer and company – purpose of each stage in the process and links to related stages. This includes: ➢ pre-dusting ➢ battering ➢ crumbing ➢ frying, cooking and cooling (as required) – effect of each stage on the quality of end product and customer satisfaction – quality parameters and characteristics of crumbed product, including fried and cooked product as required – process specifications, procedures and operating parameters. This includes an understanding of pick up rates on final product yield – grading/down grading specifications. This includes monitoring for: ➢ product size and shape ➢ presence of feathers, bruising, bone chips or blood spots – production requirements and schedules – equipment and instrumentation components, purpose and operation – basic operating principles of process control system where relevant – services used – significance and methods of monitoring control points within the process – common causes of variation and corrective action required – OHS hazards and controls – lock out and tag out procedures – procedures for diagnosing, rectifying and reporting faults – environmental aspects, impacts and controls – shut down and cleaning requirements associated with types of shut downs – waste handling requirements and procedures – recording requirements and procedures May include knowledge of: – cleaning and sanitation procedures – routine maintenance procedures

Evidence guide (continued)

Assessment guide

- Assessment must take account of the food industry's endorsed assessment guidelines and may use the non-endorsed *Assessment Framework for the Food and Beverage Processing Industry NFITC June 1995*.

- The competencies described in this unit need to be performed over a specified time and events, under normal workplace conditions, having due regard for the key assessment principles of validity, reliability, fairness and flexibility.
- Assessment should be structured on whole of work activities giving emphasis to confirming that the assessee can achieve the workplace outcomes described in the Performance criteria, including demonstration of the underpinning knowledge and skills contained in the Evidence guide.
- The equipment used should be the actual items described in the Range of variables and Assessment context.
- The procedures and documentation should be those typically used in a workplace. Compliance with statutory occupational health and safety, food safety, hygiene and environmental requirements relevant to the food processing industry should be emphasised.
- Assessment should not require a higher level of communication competency than that specified in the core competencies for the particular AQF level.
- Assessment should reinforce the integration of the key competencies and the food industry's core competencies for the particular AQF level.

Assessment context

Assessment must occur in a real or simulated workplace. Such an environment must provide an opportunity for the assessee to prepare and operate the battering and crumbing process given:

– work procedures including advice on safe work practices, food safety and environmental requirements
– battering, crumbing procedures and processes – including frying, cooking and cooling as required
– production schedule
– specifications, control points and processing parameters
– battering, crumbing, frying, cooking and cooling equipment
– services
– routine preventative maintenance schedule as required
– cleaning schedule as required
– documentation and record keeping system

Relationship to other units

Pre-requisites or equivalent

– Communicate in the workplace
– Apply basic mathematical concepts
– Apply safe work procedures
– Apply basic quality assurance practices
– Apply basic food safety practices

Co-requisites:

– Collect, present and apply workplace information
– Implement occupational health and safety principles and procedures
– Implement quality system
– Implement food safety plan

Related units:

– Clean and sanitise equipment
– Conduct routine preventative maintenance

Where related units are required to operate the crumbing process in the workplace, units should be co-assessed.

Relationship to learning resources

Main learning resources:

– There are no specific learning resources currently available for this sector of the food processing industry

Related learning resources:

– Industrial Communication B
– Occupational Health and Safety B
– Quality Assurance B
– Food Safety B (Hygiene and Sanitation B and C)
– Cleaning and Sanitation

FDF POFP2 A	Operate a forming process
Descriptor	This is a specialist unit that has been developed for poultry processing sector. It covers the principles, equipment and procedures used to form product

Range of variables

The range of variables provides further advice to interpret the scope and context of this unit of competence. It assumes:

- Work is carried out in accordance with company procedures, legislative requirements and industrial arrangements
- Workplace information can include Standard Operating Procedures (SOPs), specifications, production schedules and batch/recipe instructions
- Production equipment may include forming machines, mixing equipment, labelling equipment, tubs
- Materials typically include raw product (chicken meat/mince) dry ingredients, and other food products (vegetables, cheese, bacon)
- Confirming equipment status involves checking that hygiene and sanitation standards are met, all safety guards are in place and equipment is operational
- Services may include power, steam, water, compressed and instrumentation air
- Monitoring the process may involve the use of production data such as performance control charts
- Process operation and monitoring functions may be manual or involve the use of a process control system
- Control points refer to those key points in a work process that must be monitored and controlled. This includes food safety (critical), quality and regulatory control points as well as inspections points
- Work is carried out in the presence of moving equipment
- Information systems may be print or screen based

Element	Performance criteria	Evidence guide
Prepare the process for operation	Materials are confirmed and available to meet production specifications Services are confirmed as available and ready for operation Equipment is checked to confirm readiness for use	This part of the evidence guide identifies the skills and knowledge to be demonstrated to confirm competence for this unit. The Assessment guide and context following, outlines how this guide is to be applied. It should be read in

Operate and monitor the forming process	Materials are mixed, chilled and loaded to specification Formed product meets specification Control points are monitored to confirm product meets specification Equipment is monitored to confirm operating condition	conjunction with the Range of variables. **Demonstrated ability to:** – access workplace information to identify production requirements – confirm supply of necessary materials and services. This can involve ensuring raw product is within quality and size specifications and that ingredients show no visible signs of contamination – select fit and use personal protective clothing and or equipment – liaise with other work areas. – confirm equipment status and condition. This can involve ensuring: ➢ waste product bins are available and positioned ➢ matts and relevant safety equipment are available and in position

Element	Performance criteria	Evidence guide
Operate and monitor the forming process	Out-of-specification product, process and equipment performance is identified, rectified and/or reported Waste generated by the process is monitored and cleared as required	– mix and load dry ingredients to specification. This may also include chilling of chicken meat/mince prior to loading into forming machine – form product to specification – monitor forming process to identify out –of-specification results or non-compliance This can include: ➢ product temperature ➢ speed and rate of forming ➢ knock out pressure ➢ product size and shape – take corrective action in response to out-of-specification results or non-compliance – report and/or record corrective action as required – monitor supply and flow of materials to and from the process. – sort, collect, treat, recycle or dispose of waste – shut down equipment in response to an emergency situation – shut down equipment in response to routine shut down requirements – prepare equipment for cleaning – maintain workplace records – maintain work area to meet housekeeping standards May include the ability to: – clean and sanitise equipment – carry out routine maintenance Underpinning knowledge: – purpose and basic principles of forming process. This includes an understanding of the importance of portion control to customer and company – purpose of each stage in the process and links to related stages – effect of each stage on the quality of end product, customer satisfaction and down stream processes such as crumbing, frying, cooking and cooling – quality parameters and characteristics of formed product – process specifications, procedures and operating parameters. – production requirements and schedules – equipment and instrumentation components, purpose and operation – basic operating principles of process control system where relevant – services used
Shutdown the process and clean equipment	The process is shut-down according to company procedures Equipment is prepared for cleaning Waste generated by the process is collected, treated and disposed or recycled according to company procedures	
Record information	Workplace information is recorded in the appropriate format	

Element	Performance criteria	Evidence guide
		– significance and methods of monitoring control points within the process – common causes of variation and corrective action required – OHS hazards and controls – lock out and tag out procedures – procedures for diagnosing, rectifying and reporting faults – environmental aspects, impacts and controls – shut down and cleaning requirements associated with types of shut downs – waste handling requirements and procedures – recording requirements and procedures May include knowledge of: – cleaning and sanitation procedures – routine maintenance procedures

Evidence guide (continued)

Assessment guide

- Assessment must take account of the food industry's endorsed assessment guidelines and may use the non-endorsed *Assessment Framework for the Food and Beverage Processing Industry NFITC June 1995***.**
- The competencies described in this unit need to be performed over a specified time and events, under normal workplace conditions, having due regard for the key assessment principles of validity, reliability, fairness and flexibility.
- Assessment should be structured on whole of work activities giving emphasis to confirming that the assessee can achieve the workplace outcomes described in the Performance criteria, including demonstration of the underpinning knowledge and skills contained in the Evidence guide.
- The equipment used should be the actual items described in the Range of variables and Assessment context.
- The procedures and documentation should be those typically used in a workplace. Compliance with statutory occupational health and safety, food safety, hygiene and environmental requirements relevant to the food processing industry should be emphasised.
- Assessment should not require a higher level of communication competency than that specified in the core competencies for the particular AQF level.
- Assessment should reinforce the integration of the key competencies and the food industry's core competencies for the particular AQF level.

Assessment context

Assessment must occur in a real or simulated workplace. Such an environment must provide an opportunity for the assessee to prepare and operate the forming process given:

– work procedures including advice on safe work practices, food safety and environmental requirements
– mixing and forming procedures and processes
– production schedule
– specifications, control points and processing parameters
– mixing and forming equipment
– services
– routine preventative maintenance schedule as required
– cleaning schedule as required

– documentation and record keeping system

Relationship to other units

Pre-requisites or equivalent
– Communicate in the workplace
– Apply basic mathematical concepts
– Apply safe work procedures
– Apply basic quality assurance practices
– Apply basic food safety practices

Co-requisites:
– Collect, present and apply workplace information
– Implement occupational health and safety principles and procedures
– Implement quality system
– Implement food safety plan

Related units:
– Clean and sanitise equipment
– Conduct routine preventative maintenance

Where related units are required to operate the forming process in the workplace, units should be co-assessed.

Relationship to learning resources

Main learning resources:
– There are no specific learning resources currently available for this sector of the food processing industry

Related learning resources:
– Industrial Communication B
– Occupational Health and Safety B
– Quality Assurance B
– Food Safety B (Hygiene and Sanitation B and C)
– Cleaning and Sanitation

FDF POMP2 A	Marinate product
Descriptor	This is a specialist unit that has been developed for poultry processing sector. It covers the principles, equipment and procedures used to marinate product

Range of variables

The range of variables provides further advice to interpret the scope and context of this unit of competence. It assumes:

- Work is carried out in accordance with company procedures, legislative requirements and industrial arrangements
- Workplace information can include Standard Operating Procedures (SOPs), specifications, production schedules and batch/recipe instructions
- Production equipment may include tumbling or mixing equipment, tubs, and trolleys
- Materials typically include raw product pieces and ingredients, marinade mixes, water and oil
- Confirming equipment status involves checking that hygiene and sanitation standards are met, all safety guards are in place and equipment is operational
- Services may include power, steam, water, compressed and instrumentation air
- Monitoring the process may involve the use of production data such as performance control charts
- Process operation and monitoring functions may be manual or involve the use of a process control system
- Control points refer to those key points in a work process that must be monitored and controlled. This includes food safety (critical), quality and regulatory control points as well as inspections points
- Work is carried out in the presence of moving equipment
- Information systems may be print or screen based

Element	Performance criteria	Evidence guide
Prepare the marinating process for operation	Materials are confirmed and available to meet production specifications Materials are prepared to meet production/recipe requirements Services are confirmed as available and ready for operation Equipment is checked to confirm readiness for use The process is set to meet production requirements	This part of the evidence guide identifies the skills and knowledge to be demonstrated to confirm competence for this unit. The Assessment guide and context following, outlines how this guide is to be applied. It should be read in conjunction with the Range of variables. **Demonstrated ability to:** – access workplace information to identify production requirements – confirm supply of necessary materials and services. This can involve ensuring raw product is within quality specifications and that marinating ingredients show no visible signs of contamination – select fit and use personal protective clothing and or equipment – liaise with other work areas. – confirm equipment status and condition. This can involve ensuring: ➢ waste product bins are available and positioned ➢ equipment is assembled in required configuration
Operate and monitor the marinating process	The marinating process is started up according to company procedures Marinade is prepared to specification Marinated product meets specification	

Element	Performance criteria	Evidence guide
Operate and monitor the marinating process	Control points are monitored to confirm product meets specification Equipment is monitored to confirm operating condition Out-of-specification product, process and equipment performance is identified, rectified and/or reported Waste generated by the process is monitored and cleared as required	– prepare marinade. This includes determining type of marinade to use for specific product (breasts, wings, drumsticks or stir fry strips). It also includes identifying the ➢ quantity of water/oil/ice ➢ quantity of dry/wet ingredients – monitor marinating process to identify out –of-specification results or non-compliance This can include: ➢ mixing time ➢ product coating level – take corrective action in response to out-of-specification results or non-compliance. – report and/or record corrective action as required – monitor supply and flow of materials to and from the process. – sort, collect, treat, recycle or dispose of waste – shut down equipment in response to an emergency situation – shut down equipment in response to routine shut down requirements – prepare equipment for cleaning – maintain workplace records – maintain work area to meet housekeeping standards May include the ability to: – clean and sanitise equipment – carry out routine maintenance – lift and load marinade (manual handling) Underpinning knowledge: – purpose and basic principles of marinating process. – purpose of each stage in the process and links to related stages. This includes: ➢ preparing marinade ➢ marinating product – effect of each stage on the quality of end product, customer satisfaction and down stream processes – quality parameters and characteristics of marinated product – process specifications, procedures and operating parameters. This includes an understanding mixing time on product coating effectiveness – grading/down grading specifications for raw product – production requirements and schedules
Shutdown the process and clean equipment	The process is shut-down according to company procedures Equipment is prepared for cleaning Waste generated by the process is collected, treated and disposed or recycled according to company procedures	
Record information	Workplace information is recorded in the appropriate format	

Element	Performance criteria	Evidence guide
		– equipment and instrumentation components, purpose and operation – basic operating principles of process control system where relevant services used – significance and methods of monitoring control points within the process – common causes of variation and corrective action required – OHS hazards and controls – lock out and tag out procedures – procedures for diagnosing, rectifying and reporting faults – environmental aspects, impacts and controls – shut down and cleaning requirements associated with types of shut downs – waste handling requirements and procedures – recording requirements and procedures May include knowledge of: – cleaning and sanitation procedures – routine maintenance procedures – manual handling procedures

Evidence guide (continued)

Assessment guide

- Assessment must take account of the food industry's endorsed assessment guidelines and may use the non-endorsed *Assessment Framework for the Food and Beverage Processing Industry NFITC June 1995***.**
- The competencies described in this unit need to be performed over a specified time and events, under normal workplace conditions, having due regard for the key assessment principles of validity, reliability, fairness and flexibility.
- Assessment should be structured on whole of work activities giving emphasis to confirming that the assessee can achieve the workplace outcomes described in the Performance criteria, including demonstration of the underpinning knowledge and skills contained in the Evidence guide.
- The equipment used should be the actual items described in the Range of variables and Assessment context.
- The procedures and documentation should be those typically used in a workplace. Compliance with statutory occupational health and safety, food safety, hygiene and environmental requirements relevant to the food processing industry should be emphasised.
- Assessment should not require a higher level of communication competency than that specified in the core competencies for the particular AQF level.
- Assessment should reinforce the integration of the key competencies and the food industry's core competencies for the particular AQF level.

Assessment context

Assessment must occur in a real or simulated workplace. Such an environment must provide an opportunity for the assessee to prepare and operate the marinating process given:

– work procedures including advice on safe work practices, food safety and environmental requirements
– mixing and marinating procedures and processes
– production schedule
– specifications, control points and processing parameters

- marinating equipment
- services
- routine preventative maintenance schedule as required
- cleaning schedule as required
- documentation and record keeping system

Relationship to other units

Pre-requisites or equivalent
- Communicate in the workplace
- Apply basic mathematical concepts
- Apply safe work procedures
- Apply basic quality assurance practices
- Apply basic food safety practices

Co-requisites:
- Collect, present and apply workplace information
- Implement occupational health and safety principles and procedures
- Implement quality system
- Implement food safety plan

Related units:
- Clean and sanitise equipment
- Conduct routine preventative maintenance

Where related units are required to operate the marinating process in the workplace, units should be co-assessed.

Relationship to learning resources

Main learning resources:
- There are no specific learning resources currently available for this sector of the food processing industry

Related learning resources:
- Industrial Communication B
- Occupational Health and Safety B
- Quality Assurance B
- Food Safety B (Hygiene and Sanitation B and C)
- Cleaning and Sanitation

FDF PONP2 A	Net product
Descriptor	This is a specialist unit that has been developed for poultry processing sector. It covers the principles, equipment and procedures used to net product

Range of variables

The range of variables provides further advice to interpret the scope and context of this unit of competence. It assumes:

- Work is carried out in accordance with company procedures, legislative requirements and industrial arrangements
- Workplace information can include Standard Operating Procedures (SOPs), specifications, production schedules
- Production equipment may include netting equipment and utensils, metal ring machines, smokehouse bars/racks
- Materials typically include raw product such as whole birds, mini roasts and marylands and netting consumables
- Confirming equipment status involves checking that hygiene and sanitation standards are met, all safety guards are in place and equipment is operational
- Services may include power, steam, water, compressed and instrumentation air
- Monitoring the process may involve the use of production data such as performance control charts
- Process operation and monitoring functions may be manual or involve the use of a process control system
- Control points refer to those key points in a work process that must be monitored and controlled. This includes food safety (critical), quality and regulatory control points as well as inspections points
- Work is carried out in the presence of moving equipment
- Information systems may be print or screen based

Element	Performance criteria	Evidence guide
Prepare the netting process for operation	Materials are confirmed and available to meet production specifications Materials are prepared to meet production requirements Services are confirmed as available and ready for operation Equipment is checked to confirm readiness for use The process is set to meet production requirements	This part of the evidence guide identifies the skills and knowledge to be demonstrated to confirm competence for this unit. The Assessment guide and context following, outlines how this guide is to be applied. It should be read in conjunction with the Range of variables. **Demonstrated ability to:** – access workplace information to identify production requirements – confirm supply of necessary materials and services. This can involve ensuring raw product is within quality specifications and that netting is: ➢ of appropriate size and type for product ➢ free of visible contamination ➢ free of rips or holes

Element	Performance criteria	Evidence guide
Operate and monitor the netting process	The netting process is started up according to company procedures Product is prepared and check weighed as required to specification	– select fit and use personal protective clothing and or equipment – liaise with other work areas. – confirm equipment status and condition. This can involve ensuring: ➢ waste product bins are available and positioned ➢ equipment is assembled in required configuration – net product. This may include inserting seasoning core, pre-weighing and trimming excess product as required – monitor netting process to identify out –of-specification results or non-compliance This include ensuring: ➢ netting covers and contains product to specification ➢ ends of netting are secured and trimmed ➢ product is hung on cooking racks as required – take corrective action in response to out-of-specification results or non-compliance. – report and/or record corrective action as required – monitor supply and flow of materials to and from the process. – sort, collect, treat, recycle or dispose of waste – shut down equipment in response to an emergency situation – shut down equipment in response to routine shut down requirements – prepare equipment for cleaning – maintain workplace records – maintain work area to meet housekeeping standards May include the ability to: – clean and sanitise equipment – carry out routine maintenance Underpinning knowledge: – purpose and basic principles of netting process. – purpose of each stage in the process and links to related stages. This includes: ➢ preparing product ➢ check weighing and trimming as required ➢ netting product – production requirements and schedules – equipment and instrumentation components, purpose and operation – basic operating principles of process control system where relevant
Operate and monitor the netting process	Netted product meets specification Control points are monitored to confirm product meets specification Equipment is monitored to confirm operating condition Out-of-specification product, and equipment performance is identified, rectified and/or reported Waste generated by the process is monitored and cleared as required	
Shutdown the process and clean equipment	The process is shut-down according to company procedures Equipment is prepared for cleaning Waste generated by the process is collected, treated and disposed or recycled according to company procedures	

Element	Performance criteria	Evidence guide
Record information	Workplace information is recorded in the appropriate format	– effect of each stage on the quality of end product, customer satisfaction and down stream processes. This includes an understanding of portion control – quality parameters and characteristics of netted product – process specifications, procedures and operating parameters – grading/down grading specifications for raw product – services used – significance and methods of monitoring control points within the process – common causes of variation and corrective action required – OHS hazards and controls – lock out and tag out procedures – procedures for diagnosing, rectifying and reporting faults – environmental aspects, impacts and controls – shut down and cleaning requirements associated with types of shut downs – waste handling requirements and procedures – recording requirements and procedures May include knowledge of: – cleaning and sanitation procedures – routine maintenance procedures

Evidence guide (continued)

Assessment guide

- Assessment must take account of the food industry's endorsed assessment guidelines and may use the non-endorsed *Assessment Framework for the Food and Beverage Processing Industry NFITC June 1995***.**
- The competencies described in this unit need to be performed over a specified time and events, under normal workplace conditions, having due regard for the key assessment principles of validity, reliability, fairness and flexibility.
- Assessment should be structured on whole of work activities giving emphasis to confirming that the assessee can achieve the workplace outcomes described in the Performance criteria, including demonstration of the underpinning knowledge and skills contained in the Evidence guide.
- The equipment used should be the actual items described in the Range of variables and Assessment context.
- The procedures and documentation should be those typically used in a workplace. Compliance with statutory occupational health and safety, food safety, hygiene and environmental requirements relevant to the food processing industry should be emphasised.
- Assessment should not require a higher level of communication competency than that specified in the core competencies for the particular AQF level.
- Assessment should reinforce the integration of the key competencies and the food industry's core competencies for the particular AQF level.

Assessment context

Assessment must occur in a real or simulated workplace. Such an environment must provide an opportunity for the assessee to prepare and operate the netting process given:

- work procedures including advice on safe work practices, food safety and environmental requirements
- netting procedures and processes
- production schedule
- specifications, control points and processing parameters
- netting equipment
- services
- routine preventative maintenance schedule as required
- cleaning schedule as required
- documentation and record keeping system

Relationship to other units

Pre-requisites or equivalent

- Communicate in the workplace
- Apply basic mathematical concepts
- Apply safe work procedures
- Apply basic quality assurance practices
- Apply basic food safety practices

Co-requisites:

- Collect, present and apply workplace information
- Implement occupational health and safety principles and procedures
- Implement quality system
- Implement food safety plan

Related units:

- Clean and sanitise equipment
- Conduct routine preventative maintenance

Where related units are required to operate the netting process in the workplace, units should be co-assessed.

Relationship to learning resources

Main learning resources:

- There are no specific learning resources currently available for this sector of the food processing industry

Related learning resources:

- Industrial Communication B
- Occupational Health and Safety B
- Quality Assurance B
- Food Safety B (Hygiene and Sanitation B and C)
- Cleaning and Sanitation

FDF POFL2 A	Operate a filling process
Descriptor	This is a specialist unit that has been developed for poultry processing sector. It covers the principles, equipment and procedures used to fill product

Range of variables

The range of variables provides further advice to interpret the scope and context of this unit of competence. It assumes:

- Work is carried out in accordance with company procedures, legislative requirements and industrial arrangements
- Workplace information can include Standard Operating Procedures (SOPs), specifications, production schedules and batch/recipe instructions
- Production equipment may include filling and ancillary equipment
- Materials typically include raw product and ingredients used to fill product
- Filled product may include kievs, and cordon bleu type products
- Confirming equipment status involves checking that hygiene and sanitation standards are met, all safety guards are in place and equipment is operational
- Services may include power, steam, water, compressed and instrumentation air
- Monitoring the process may involve the use of production data such as performance control charts
- Process operation and monitoring functions may be manual or involve the use of a process control system
- Control points refer to those key points in a work process that must be monitored and controlled. This includes food safety (critical), quality and regulatory control points as well as inspections points
- Work is carried out in the presence of moving equipment
- Information systems may be print or screen based

Element	Performance criteria	Evidence guide
Prepare the process for operation	Materials are confirmed and available to meet production specifications Services are confirmed as available and ready for operation Equipment is checked to confirm readiness for use	This part of the evidence guide identifies the skills and knowledge to be demonstrated to confirm competence for this unit. The Assessment guide and context following, outlines how this guide is to be applied. It should be read in

Operate and monitor the filling process	Filling is prepared and inserted to specification Filled product meets specification Control points are monitored to confirm product meets specification Equipment is monitored to confirm operating condition	conjunction with the Range of variables. **Demonstrated ability to:** – access workplace information to identify production requirements – confirm supply of necessary materials and services. This can involve ensuring raw product is within quality and size specifications and that ingredients show no visible signs of contamination – select fit and use personal protective clothing and or equipment – liaise with other work areas. – confirm equipment status and condition. This can involve ensuring: ➢ waste product bins are available and positioned ➢ matts and relevant safety equipment are available and in position

Element	Performance criteria	Evidence guide
Operate and monitor the filling process	Out-of-specification product, process and equipment performance is identified, rectified and/or reported Waste generated by the process is monitored and cleared as required	– prepare and insert fillings. – monitor filling process to identify out –of-specification results or non-compliance This can include: ➢ size, type and weight of filling ➢ position of filling in product – take corrective action in response to out-of-specification results or non-compliance. – report and/or record corrective action as required – monitor supply and flow of materials to and from the process. – sort, collect, treat, recycle or dispose of waste – shut down equipment in response to an emergency situation – shut down equipment in response to routine shut down requirements – prepare equipment for cleaning – maintain workplace records – maintain work area to meet housekeeping standards May include the ability to: – clean and sanitise equipment – carry out routine maintenance Underpinning knowledge: – purpose and basic principles of filling process. This includes an understanding of the importance of portion control to customer and company – purpose of each stage in the process and links to related stages. This includes: ➢ preparing filling ➢ inserting filling – effect of each stage on the quality of end product, customer satisfaction and down stream processes such as crumbing – quality parameters and characteristics of filled product – process specifications, procedures and operating parameters. This includes an understanding of filling weight on final product yield – grading/down grading specifications. – production requirements and schedules – equipment and instrumentation components, purpose and operation – basic operating principles of process control system where relevant
Shutdown the process and clean equipment	The process is shut-down according to company procedures Equipment is prepared for cleaning Waste generated by the process is collected, treated and disposed or recycled according to company procedures	
Record information	Workplace information is recorded in the appropriate format	

Element	Performance criteria	Evidence guide
		– services used – significance and methods of monitoring control points within the process – common causes of variation and corrective action required – OHS hazards and controls – lock out and tag out procedures – procedures for diagnosing, rectifying and reporting faults – environmental aspects, impacts and controls – shut down and cleaning requirements associated with types of shut downs – waste handling requirements and procedures – recording requirements and procedures May include knowledge of: – cleaning and sanitation procedures – routine maintenance procedures

Evidence guide (continued)

Assessment guide

- Assessment must take account of the food industry's endorsed assessment guidelines and may use the non-endorsed *Assessment Framework for the Food and Beverage Processing Industry NFITC June 1995***.**
- The competencies described in this unit need to be performed over a specified time and events, under normal workplace conditions, having due regard for the key assessment principles of validity, reliability, fairness and flexibility.
- Assessment should be structured on whole of work activities giving emphasis to confirming that the assessee can achieve the workplace outcomes described in the Performance criteria, including demonstration of the underpinning knowledge and skills contained in the Evidence guide.
- The equipment used should be the actual items described in the Range of variables and Assessment context.
- The procedures and documentation should be those typically used in a workplace. Compliance with statutory occupational health and safety, food safety, hygiene and environmental requirements relevant to the food processing industry should be emphasised.
- Assessment should not require a higher level of communication competency than that specified in the core competencies for the particular AQF level.
- Assessment should reinforce the integration of the key competencies and the food industry's core competencies for the particular AQF level.

Assessment context

Assessment must occur in a real or simulated workplace. Such an environment must provide an opportunity for the assessee to prepare and operate the filling process given:

– work procedures including advice on safe work practices, food safety and environmental requirements
– filling mixing and inserting procedures and processes
– production schedule
– specifications, control points and processing parameters
– filling equipment
– services

- routine preventative maintenance schedule as required
- cleaning schedule as required
- documentation and record keeping system

Relationship to other units

Pre-requisites or equivalent
- Communicate in the workplace
- Apply basic mathematical concepts
- Apply safe work procedures
- Apply basic quality assurance practices
- Apply basic food safety practices

Co-requisites:
- Collect, present and apply workplace information
- Implement occupational health and safety principles and procedures
- Implement quality system
- Implement food safety plan

Related units:
- Clean and sanitise equipment
- Conduct routine preventative maintenance

Where related units are required to operate the filling process in the workplace, units should be co-assessed.

Relationship to learning resources

Main learning resources:
- There are no specific learning resources currently available for this sector of the food processing industry

Related learning resources:
- Industrial Communication B
- Occupational Health and Safety B
- Quality Assurance B
- Food Safety B (Hygiene and Sanitation B and C)
- Cleaning and Sanitation

FDF PODF3 A	Debone and fillet product (manually)
Descriptor	This is a specialist unit that has been developed for poultry processing sector. It covers the principles, equipment and procedures used to manually debone and fillet product

Range of variables

The range of variables provides further advice to interpret the scope and context of this unit of competence. It assumes:

- Work is carried out in accordance with company procedures, legislative requirements and industrial arrangements
- Workplace information can include Standard Operating Procedures (SOPs), specifications, production schedules
- Production equipment may include static or semi automatic boning lines, boning tables, knives, safety equipment and ancillary equipment
- Materials typically include raw product such as breasts, legs and whole birds
- Confirming equipment status involves checking that hygiene and sanitation standards are met, all safety guards are in place and equipment is operational
- Services may include power, and water
- Monitoring the process may involve the use of production data such as performance control charts
- Process operation and monitoring functions may be manual or involve the use of a process control system
- Control points refer to those key points in a work process that must be monitored and controlled. This includes food safety (critical), quality and regulatory control points as well as inspections points
- Work is carried out in the presence of moving equipment
- Information systems may be print or screen based

Element	Performance criteria	Evidence guide
Prepare the deboning/filleting process for operation	Materials are confirmed and available to meet production specifications Services are confirmed as available and ready for operation Equipment is checked to confirm readiness for use The process is set to meet production requirements	This part of the evidence guide identifies the skills and knowledge to be demonstrated to confirm competence for this unit. The Assessment guide and context following, outlines how this guide is to be applied. It should be read in conjunction with the Range of variables. **Demonstrated ability to:**

Operate and monitor the deboning/filleting process	The deboning/filleting process is started up according to company procedures Cones are loaded and product is deboned to specification Fillets meet specification	– access workplace information to identify production requirements – confirm supply of necessary materials and services. This can involve ensuring raw product is within quality specifications – select fit and use personal protective clothing and or equipment – liaise with other work areas. – confirm equipment status and condition. This can involve ensuring: ➢ personnel are in position ➢ waste product bins are available and positioned ➢ equipment is assembled in required configuration

Element	Performance criteria	Evidence guide
Operate and monitor the deboning/filleting process	Control points are monitored to confirm product meets specification Equipment is monitored to confirm operating condition Out-of-specification product, process and equipment performance is identified, rectified and/or reported Waste generated by the process is monitored and cleared as required	➢ lined/unlined tubs/crates/bins are positioned ➢ line speed is set – debone and fillet product to specification. This may include check weighing and trimming to meet customer specifications – monitor filleting process to identify out –of-specification results or non-compliance This include ensuring: ➢ product is loaded and positioned ➢ skin and bone are removed ➢ product is trimmed to remove fat, bone, gristle, blood spots and bruising ➢ knife sharpness ➢ yield is maximised – take corrective action in response to out-of-specification results or non-compliance – report and/or record corrective action as required – monitor supply and flow of materials to and from the process. – sort, collect, treat, recycle or dispose of waste – shut down equipment in response to an emergency situation – shut down equipment in response to routine shut down requirements – prepare equipment for cleaning – maintain workplace records – maintain work area to meet housekeeping standards May include the ability to: – clean and sanitise equipment – carry our routine maintenance Underpinning knowledge: – purpose and basic principles of deboning and filleting process. – purpose of each stage in the process and links to related stages. This includes: ➢ loading product ➢ deboning and filleting ➢ check weighing and trimming as required – effect of each stage on the quality of end product, customer satisfaction and down stream processes. This includes an understanding of portion control and how yield is determined
Shutdown the process and clean equipment	The process is shut-down according to company procedures Equipment is prepared for cleaning Waste generated by the process is collected, treated and disposed or recycled according to company procedures	
Record information	Workplace information is recorded in the appropriate format	

Element	Performance criteria	Evidence guide
		– quality parameters and characteristics of filleted product – process specifications, procedures and operating parameters. Grading/down grading specifications for raw and filleted product – knife handling and sharpening procedures – production requirements and schedules – equipment and instrumentation components, purpose and operation – basic operating principles of process control system where relevant – services used – significance and methods of monitoring control points within the process – common causes of variation and corrective action required – OHS hazards and controls – lock out and tag out procedures – procedures for diagnosing, rectifying and reporting faults – environmental aspects, impacts and controls – shut down and cleaning requirements associated with types of shut downs – waste handling requirements and procedures – recording requirements and procedures May include knowledge of: – cleaning and sanitation procedures – routine maintenance procedures

Evidence guide (continued)

Assessment guide

- Assessment must take account of the food industry's endorsed assessment guidelines and may use the non-endorsed *Assessment Framework for the Food and Beverage Processing Industry NFITC June 1995***.**
- The competencies described in this unit need to be performed over a specified time and events, under normal workplace conditions, having due regard for the key assessment principles of validity, reliability, fairness and flexibility.
- Assessment should be structured on whole of work activities giving emphasis to confirming that the assessee can achieve the workplace outcomes described in the Performance criteria, including demonstration of the underpinning knowledge and skills contained in the Evidence guide.
- The equipment used should be the actual items described in the Range of variables and Assessment context.
- The procedures and documentation should be those typically used in a workplace. Compliance with statutory occupational health and safety, food safety, hygiene and environmental requirements relevant to the food processing industry should be emphasised.
- Assessment should not require a higher level of communication competency than that specified in the core competencies for the particular AQF level.
- Assessment should reinforce the integration of the key competencies and the food industry's core competencies for the particular AQF level.

Assessment context

Assessment must occur in a real or simulated workplace. Such an environment must provide an opportunity for the assessee to prepare and operate the manual deboning and filleting process given:

- work procedures including advice on safe work practices, food safety and environmental requirements
- deboning, filleting and trimming procedures and processes
- production schedule
- specifications, control points and processing parameters
- deboning and filleting equipment
- services
- routine preventative maintenance schedule as required
- cleaning schedule as required
- documentation and record keeping system

Relationship to other units

Pre-requisites or equivalent

- Communicate in the workplace
- Apply basic mathematical concepts
- Apply safe work procedures
- Apply basic quality assurance practices
- Apply basic food safety practices

Co-requisites:

- Collect, present and apply workplace information
- Implement occupational health and safety principles and procedures
- Implement quality system
- Implement food safety plan

Related units:

- Clean and sanitise equipment
- Conduct routine preventative maintenance

Where related units are required to operate the deboning and filleting process in the workplace, units should be co-assessed.

Relationship to learning resources

Main learning resources:

- There are no specific learning resources currently available for this sector of the food processing industry

Related learning resources:

- Industrial Communication B
- Occupational Health and Safety B
- Quality Assurance B
- Food Safety B (Hygiene and Sanitation B and C)
- Cleaning and Sanitation

FDF POOS3 A	Operate a system (Poultry)

Descriptor

This is a specialist unit that has been customised for the poultry sector. It covers the preparation and operation of a production or packaging system.

A system typically describes the operation of an entire process which may be comprised of a number of sub-systems. System operation requires higher level planning and problem solving skills than are necessary when operating an individual sub-system or piece of equipment. It can also involve facilitating the work of others.

Range of variables

The range of variables provides further advice to interpret the scope and context of this unit of competence. It assumes:

- Work is carried out in accordance with company procedures, licensing requirements, legislative requirements and industrial awards and agreements. This includes the Code of Practice for the Handling and Storage of Live Birds
- System operation typically involves planning, co-ordination and troubleshooting within their level of authority
- Systems may include the primary, secondary or tertiary processing system, t he automatic deboning and filleting system or the automatic portioning system.
- Processes within the primary processing system may include: bird receival, stunning, killing and defeathering, evisceration carcass chilling, carcass grading, feather collection, offal collection, waste collection/disposal and packaging
- Processes within the secondary processing system may include: carcass chilling, carcass grading, deboning, filleting and packaging
- Processes within the tertiary processing system may include: crumbing, forming, filling, curing, cooking, marinating, netting, dicing/stripping, mincing extrusion, specialist cutting, and packaging
- Processes in the automatic deboning and filleting system may include: machine loading, filleting, trimming and packaging
- Processes in the automatic portioning system may include: hanging, cutting, grading and packaging
- Control points refer to those key points in a work process which must be monitored and controlled. This includes food safety (critical), quality and regulatory control points as well as inspection points
- Information systems may be print or screen based
- Co-ordination, planning and troubleshooting is undertaken with assistance from others
- Workplace systems are in place to support production and packaging processes. These include quality, food safety, occupational health and safety and environmental management

Element	Performance criteria	Evidence guide – Part A
Prepare the system for operation	Supply of materials is confirmed to meet production/packaging requirements Work area is prepared for operation Services are confirmed as available and ready for operation Equipment is checked to confirm readiness for use The system is set to meet specifications	Part A of the Evidence guide identifies the skills and knowledge to be demonstrated to confirm competence for this unit. Part B of the Evidence guide outlines how this guide is to be applied. Both parts should be read in conjunction with the Range of variables. **Demonstrated ability to:** – liaise with relevant work areas to confirm or secure necessary materials, services, equipment and labour to meet production requirements – confirm that all equipment within the system meets hygiene and sanitation standards, all safety guards are in place and equipment is ready for operation – confirm that materials and packaging consumables have been cleared for use – monitor implementation of set-up and start up procedures. This may involve monitoring the use of check sheets by others – monitor observance of work procedures and systems – monitor materials flow and work-in-progress through the system – confirm that the system operates within specified parameters and control points are monitored – determine responses to out-of-specification results or non-conformance within level of responsibility – co-ordinate batch/product changeovers – communicate information effectively – plan maintenance and cleaning procedures to minimise disruption – monitor operating efficiencies of the system and investigate, resolve and/or report problems – review and maintain procedures to support system improvements **Underpinning knowledge:** – purpose and principles of the system – equipment purpose and operation including an understanding of process control systems where used – technical knowledge of product/packaging characteristics and processing/packaging requirements – codes and legislation relating to product and packaging requirements – equipment calibration schedule and responsibilities
Operate and monitor the system	The system is started up according to company procedures Control points are monitored to confirm performance is maintained within specification System outputs meets specification Equipment is monitored to confirm operating condition Out-of-specification product, process and equipment performance is identified, rectified and/or reported	
Shut down the system	The system is shut down according to company procedures Equipment is cleaned and maintained to meet cleaning schedule and procedural requirements Waste generated by both the process and cleaning procedures is collected, treated and disposed or recycled according to company procedures	

Element	Performance criteria	Evidence guide
Contribute to continuous improvement of the system	Quality of process outputs is assessed against specifications Opportunities for improvement are identified and investigated Proposals for improvements are developed and implemented within company planning arrangements and according to company procedures	*Demonstrated ability to: (continued)* – type and purpose of sampling and testing conducted – related work areas and departments – relevant procedures, specifications and operating parameters – relevant systems and legislative responsibilities in areas such as human resources, food safety, quality, occupational health and safety and environmental management – industrial awards and agreements relating to system operation – hazards, risks, controls and methods for monitoring processes within the system – maintenance and cleaning requirements of equipment in system – process improvement procedures and related consultative arrangements – troubleshooting procedures and problem solving techniques – recording and reporting requirements
Record information	Workplace information is reported and recorded in the appropriate format	

Evidence guide – Part B

Assessment guide

- Assessment must take account of the food industry's endorsed assessment guidelines and may use the non-endorsed *Assessment Framework for the Food and Beverage Processing Industry NFITC June 1995*.
- The competencies described in this unit need to be performed over time and events, under normal workplace conditions, having due regard for the key assessment principles of validity, reliability, fairness and flexibility.
- Assessment should be structured on whole of work activities giving emphasis to confirming that the assessee can achieve the workplace outcomes described in the Performance criteria, including demonstration of the underpinning knowledge and skills contained in the Evidence guide.
- The equipment used should be the actual items described in the Range of variables and Assessment context.
- The procedures and documentation should be those typically used in a workplace. Compliance with statutory occupational health and safety, food safety, hygiene and environmental requirements relevant to the food processing industry should be emphasised.
- Assessment should reinforce the integration of the key competencies and the food industry's core competencies for the particular AQF level.
- Assessment should not require a higher level of communication competency than that specified in the core competencies for the particular AQF level.
- Assessment should not require a higher level of communication competency than that specified in the core competencies for the particular AQF level.

Assessment context

Assessment of this unit must occur in a real or simulated workplace. Such an environment must provide an opportunity for the assessee to prepare and operate a production system given:

– work procedures including advice on safe work practices, food safety and environmental requirements for processes within system

- company policies and workplace systems including human resources, OHS, quality, food safety and environmental management
- production/packaging schedule
- specifications, control points and processing production/packaging system equipment
- personnel operating the system
- services
- related work areas and communication system
- relevant OHS clothing and equipment
- cleaning, calibration and maintenance schedules as required
- sampling and testing schedules as required
- troubleshooting advice where available
- documentation and record keeping system
- planning, resources management and training arrangements

Relationship to other units

Pre-requisites or equivalent:
- Collect, present and apply workplace information
- Implement occupational health and safety principles and procedures
- Implement the quality system
- Implement the food safety plan

Co-requisites:
- Analyse and convey workplace information
- Monitor the implementation of occupational health and safety
- Monitor the implementation of the quality system
- Monitor the implement the food safety plan

Related units:
- Facilitate Teams

Where related units form an integral part of system operation in the workplace, these units should be co-assessed.

Relationship to learning resources

Main learning resource:
- General Foods System Preparation and Operation

Related learning resources:
- Industrial Communication C
- Quality Assurance C
- Occupational Health and Safety C
- Food Safety C (Hygiene and Sanitation D)