



Australian Government

Department of Education, Employment and Workplace Relations

AHCCOM303A Operate a compost bagging process

Release: 1

AHCCOM303A Operate a compost bagging process

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the process of setting up, operating, adjusting and shutting down a compost bagging process and defines the standard required to: select and use various features and controls of a range of bagging plant; monitor compost inputs; monitor compost production against compost specifications; carry out routine maintenance on plant and equipment; monitor the temperature of bagged compost.
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Application of the Unit

Application of the unit	This unit applies to working as an employee of an enterprise engaged in commercial-scale composting operations. Work is likely to be performed as a part of a team. This unit must be read in conjunction with the National Guidelines for Occupational Health and Safety Competency Standards for Operation of Load-Shifting Equipment and Other Types of Specified Equipment [NOHSC: 7019 (1992)]. Where work requires the use of load-shifting equipment, appropriate training/certification must be provided according to state and territory safety and licensing requirements.
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Licensing/Regulatory Information

Refer to Application of the Unit

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
1. Organise for bagging operations	1.1. Job sheet or work order is reviewed to clearly identify product bagging requirements. 1.2. Product for bagging is confirmed and available to meet job requirements. 1.3. Equipment, materials and personnel requirements for safe, effective and efficient bagging operations are identified and organised. 1.4. Suitable personal protective clothing and equipment are selected, used, maintained and stored according to Occupational Health and Safety (OHS) procedures.
2. Prepare bagging plant for use	2.1. Machine components and related attachments are fitted and adjusted to meet safety requirements. 2.2. Materials for bag are fitted and adjusted to ensure efficient operation, according to manufacturer specifications. 2.3. Safety devices and alarm systems are checked for correct operation according to manufacturer specifications, enterprise procedures and relevant statutory requirements. 2.4. Routine pre-operational checks are carried out to meet enterprise procedures and manufacturer specifications. 2.5. Operational systems are checked, cleaned and calibrated, and batch number and operating parameters are entered as required to meet production requirements. 2.6. Faulty plant or machinery is identified, safety tagged and reported promptly to supervisor according to enterprise procedures. 2.7. OHS hazards are identified, reported to supervisor and managed according to enterprise procedures. 2.8. Environmental implications associated with machinery operation are identified and reported to supervisor. 2.9. Product to be bagged is obtained and positioned as required to meet production requirements.
3. Start and operate bagging plant	3.1. Operational area is checked, and personnel in operational area are informed of initiation of plant operation. 3.2. Risks to self, others and the environment are recognised and minimised according to enterprise

ELEMENT	PERFORMANCE CRITERIA
	and OHS procedures. 3.3. Product for bagging is loaded into the bagging plant hopper in required quantities. 3.4. Bagging plant is started up using correct sequence according to manufacturer specifications and enterprise procedures. 3.5. Bagging plant is operated in a safe and controlled manner, and monitored for performance and efficiency. 3.6. Input materials are monitored, and non-conformances clearly identified and handled according to enterprise procedures and manufacturer specifications. 3.7. Processing outputs are monitored and adjustments to plant operation are made to meet job specifications. 3.8. Out-of-specification product or process outcomes are identified and reported to supervisor and appropriate action is taken as directed. 3.9. Bagged product is labelled, palletised or stacked and wrapped according to enterprise procedures and customer requirements.
4. Shut down bagging plant	4.1. Bagging plant and machinery shut-down procedures are carried out to manufacturer specifications and enterprise procedures. 4.2. Routine maintenance of bagging plant and machinery is carried out to remove debris and contaminants and ensure safe and efficient operation. 4.3. Bagging plant and equipment is cleaned, secured and stored according to manufacturer specifications and enterprise procedures. 4.4. Unsafe plant or equipment is reported to supervisor and tagged or locked out.
5. Maintain records	5.1. Bagging plant operational records are maintained accurately and promptly according to enterprise procedures. 5.2. Any required maintenance, damage, malfunctions and irregular performance of machinery is recorded and addressed according to enterprise procedures.
6. Check product to confirm readiness for distribution	6.1. Product is transported to and positioned in holding area with labels and bar codes clearly visible. 6.2. Supervisor or product dispatcher is informed of product readiness for dispatch according to enterprise

ELEMENT	PERFORMANCE CRITERIA
	procedures. 6.3. Product awaiting distribution is checked for temperature rise during storage and any out-of-range readings are reported to supervisor.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- identifying hazards and Implementing safe operating procedures
- calibrating bagging components
- correctly using emergency and personal protective equipment
- demonstrating batch/product changeovers that maintain product quality and hygiene
- demonstrating safe and environmentally responsible workplace practices
- maintaining work area to meet housekeeping standards
- operating machinery and equipment to industry standards
- use literacy skills to read, interpret and follow organisational policies and procedures, follow sequenced written instructions, record accurately and legible information collected and select and apply procedures for a range of tasks
- use oral communication skills/language competence to fulfil the job role as specified by the organisation, including questioning techniques, active listening, clarifying information and consulting with supervisors as required
- use numeracy skills to estimate, calculate and record routine workplace measures
- use interpersonal skills to work with and relate to people from a range of cultural, social and religious backgrounds and with a range of physical and mental abilities.

Required knowledge

- basic principles of the bagging process
- characteristics of product that is fit for bagging
- product quality and hygiene
- purpose of packaging, coding requirements and related legal requirements, including product weight
- basic operating principles of the equipment which may include:
- operational understanding of main equipment components, status and purpose of guards, equipment operating capacities and applications
- purpose and location of sensors and related feedback instrumentation

REQUIRED SKILLS AND KNOWLEDGE

- knowledge of services required and action to take if services are not available
- methods used to monitor the process
- inspection or test points (control points) in the process and related procedures and recording requirements
- equipment cleaning requirements
- flow of this process and effect on downstream processes
- packaging quality and seal integrity
- effect of variation in inputs which may include ingredient quality and condition, packaging components and consumables, and/or services on process performance
- OHS hazards and controls
- emergency and routine shutdowns and procedures to follow in the event of a power outage
- product and batch changeover procedures
- lock-out and tag-out procedures and responsibilities
- environmental legislative and enterprise requirements.

Evidence Guide

EVIDENCE GUIDE	
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following: • select and use various features and controls of a range of bagging plant • monitor compost inputs • monitor compost production against compost specifications • carry out routine maintenance on plant and equipment • monitor the temperature of bagged compost.
Context of and specific resources for assessment	Competency requires the application of work practices under work conditions. Selection and use of resources for some worksites may differ due to the regional or enterprise circumstances.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole.	
Types and processes may include:	• the full range of commercial compost types and compost bagging processes.

Unit Sector(s)

Unit sector	Composting
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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