



Australian Government

FBPBP2005 Operate the electronic coding process

Release: 1

FBPBPG2005 Operate the electronic coding process

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to set up, operate and shut down the electronic coding process.

The unit applies to individuals who work under general supervision in bottling and packaging and are responsible for operating and monitoring the electronic coding process and associated equipment.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Bottling and Packaging (BPG)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare to operate electronic coding equipment	1.1 Confirm work instructions including identifying potential health and safety in the workplace hazards and controls with supervisor 1.2 Select, fit and use appropriate personal protective equipment 1.3 Ensure that product and materials are available to meet electronic

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	coding requirements 1.4 Ensure that services are available and ready for operation 1.5 Prepare electronic coding equipment and check to confirm readiness for use 1.6 Set up equipment to meet coding requirements
2. Input, store and retrieve data	2.1 Access data according to workplace procedures 2.2 Enter data to meet coding requirements 2.3 File and retrieve data to meet coding requirements 2.4 Follow security procedures according to workplace procedures
3. Operate and monitor the electronic coding process	3.1 Start-up electronic coding equipment according to operating instructions 3.2 Monitor control points to confirm performance is maintained within equipment operation specification 3.3 Code product according to specification 3.4 Monitor electronic coding equipment to confirm operating condition 3.5 Identify, rectify and report out-of-specification end product, process and equipment performance according to workplace procedures 3.6 Liaise with operators in other work areas to ensure ongoing packaging process runs efficiently and effectively
4. Shut down the bottle supply process	4.1 Shut down electronic coding equipment according to operating instructions 4.2 Prepare electronic coding equipment for cleaning according to workplace procedures
5. Conduct housekeeping activities	5.1 Carry out cleaning and maintenance procedures 5.2 Collect, treat and dispose of or recycle waste generated by both the process and cleaning procedures 5.3 Record workplace information according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	Interpret key messages in standard operating procedures
Numeracy	Identify and comprehend relevant mathematical information in operating instructions, specifications and electronic coding requirements
Navigate the world of work	- Follow clear instructions within defined level of responsibility - Recognise organisational expectations and follows explicit protocols and procedures - Seek clarification when required
Get the work done	Respond to routine problems using step by step instruction and procedures

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPBPG2005 Operate the electronic coding process	FDFBP2005A Operate the electronic coding process	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4>

Assessment Requirements for FBPBP2005 Operate the electronic coding process

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Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has safely and effectively set up, operated and shut down the electronic coding process on a minimum of one occasion, including:

- confirming equipment is ready for operation, including:
 - cleaning and sanitation processes are completed
 - all inkjet heads have been purged and are operational
 - equipment is set up for correct date and specified application
 - all related touch screens and computers are operational
 - line controls and conveyors are operational
 - vacuum pumps are operational
 - labels and inks are to specification
 - printers have been tested and are operational
 - pressure sensitive applicators are operational
 - bottle feeds are filled with correct screws and stars and accurately aligned
- monitoring and adjusting process equipment to achieve required quality outcomes, ensuring:
 - compressed air pressure is at correct level
 - vacuum pressure is at correct level
 - quality and legibility of coding
 - all coding is correct as specified
 - application of bar code pressure sensitive labels is as specified
 - sensors are detecting missed labels
 - fill height and volume is correct
- liaising with other work areas involved the packaging process
- completing workplace records as required

- applying safe work practices and identifying workplace health and safety hazards and controls

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and principles of electronic coding equipment
- key features of electronic coding equipment and components which can include the mouse, keyboard, screen and control panel
- basic principles of data entry, storage and retrieval using information technology
- software functions, including codes, prompts and menus, as required, to perform coding tasks
- security and data management procedures
- links to related processes
- stages and changes which occur during the electronic coding process
- effect of process stages on end product
- quality characteristics and uses of end product
- effect of product and materials on process outcomes
- emergency and troubleshooting procedures
- process specification, procedures and operating parameters
- equipment and instrumentation components, purpose and operation
- basic operating principles of process control systems where relevant
- services required
- significance and methods of monitoring control points
- common causes of variation and corrective action required
- workplace health and safety hazards and controls
- routine maintenance requirements
- lock-out and tag-out procedures
- procedures and responsibility for reporting problems
- shutdown and cleaning requirements associated with changeovers and types of shutdown
- recording requirements and procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
 - electronic coding equipment
 - electronic coding resources and consumables

- tools and equipment for adjusting and maintaining equipment
- personal protective equipment
- specifications:
 - work procedures and operating instructions or instructions.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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