



Australian Government

FBPBP2007 Operate manual bottling and packaging processes

Release: 1

FBPBPG2007 Operate manual bottling and packaging processes

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 a range of manual and basic bottling and packaging equipment and to perform associated manual tasks in a bottling and packaging environment.

The unit applies to individuals who work under general supervision in bottling and packaging and are responsible for operating and monitoring a manual bottling and packaging 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 manual or basic bottling and packaging 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 production

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	requirements 1.4 Prepare product and materials to meet production requirements 1.5 Ensure that services are available and ready for operation 1.6 Prepare equipment and check to confirm readiness for use 1.7 Set up equipment to meet production requirements
2. Operate and monitor manual or basic bottling and packaging processes	2.1 Start up equipment for manual bottling and packaging according to workplace procedures 2.2 Monitor control points to confirm performance is maintained within specification 2.3 Ensure that bottling and packaging output meets specification 2.4 Monitor equipment to confirm operating condition 2.5 Identify, rectify and report out-of-specification product, process and equipment performance according to workplace procedures
3. Shut down manual or basic bottling and packaging processes	3.1 Shut down manual bottling and packaging equipment according to workplace procedures 3.2 Prepare equipment for cleaning according to workplace procedures
4. Conduct housekeeping activities	4.1 Carry out cleaning and maintenance procedures 4.2 Collect, treat and dispose of or recycle waste generated by both the process and cleaning procedures 4.3 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
Navigate the world of work	- Follow clear instructions within defined level of responsibility - Recognise organisational expectations and follows explicit protocols and procedures

Skill	Description
	• 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
FBPBPG2007 Operate manual bottling and packaging processes	FDFBP2010A Operate manual bottling and packaging processes	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 FBPBPG2007 Operate manual bottling and packaging processes

Modification History

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

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, operate and shut down at all items of equipment in a manual or basic bottling and packaging process, to bottle and pack a minimum of 20 items, including:

- confirming equipment is ready for operation, including:
 - confirming hygiene and sanitation standards have been met
 - adjusting air pressure
 - checking conveyor speed
 - adjusting heights and widths to accommodate specific product and material specifications
 - completing a test run
 - confirming flow of line lube and water
 - realigning diverters and turners to ensure flow is as instructed
 - cartons meet specifications
 - bottles meet specification
- monitoring and adjusting equipment to achieve required quality outcomes, ensuring:
 - bottle cleanliness and draining effectiveness
 - dryness of bottles
 - glue length
 - strength of carton seals
 - shrinkage or fit of capsules
 - stacking and stacking patterns meet specifications
 - bottle counters are re-set at the start of each product
 - stencils applied are clear and legible
 - bottle contents levels meet specification
 - ongoing quality of materials used

- ongoing appearance of applications
- taking corrective action in response to typical faults and inconsistencies
- completing workplace records as required
- applying safe work practices and identifying health and safety in the workplace 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:

- workplace information to identify bottling and packaging requirements for process specification, procedures and operating parameters
- stages and changes which occur during the equipment operation
- effect of equipment operation stages on end product and output
- quality characteristics and uses of end product and output
- materials preparation requirements and effect of variation on the equipment operation
- emergency and troubleshooting procedures, including failure of services
- process specification, procedures and operating parameters
- equipment and instrumentation components, purpose and operation
- services required
- significance and method of monitoring control points within the equipment operation
- common causes of variation and corrective action required
- health and safety in the workplace hazards and controls, including manual handling
- lock-out and tag-out procedures
- procedures and responsibility for reporting problems
- shutdown sequence
- shutdown and cleaning requirements associated with changeovers and types of shutdown
- routine maintenance requirements
- waste handling requirements and procedures
- 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:
 - manual bottling and packaging equipment
 - manual bottling and packaging 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.

Links

Companion Volume Implementation Guides are found in VETNet: -

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