



**Australian Government**

# **FBPBP3002 Operate the labelling process**

**Release: 1**

## FBPBPG3002 Operate the labelling 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 a range of semi-automated and automated product labelling equipment.

This unit applies to individuals who work under broad direction and exercise autonomy and judgement, and are responsible for applying basic principles to the operation and monitoring of a labelling 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 labelling equipment        | 1.1 Interpret work instructions and identify potential health and safety in the workplace hazards and controls<br>1.2 Select, fit and use appropriate personal protective equipment<br>1.3 Ensure that product and materials are available to meet labelling |

| 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<br>1.4 Prepare product and materials to meet labelling requirements<br>1.5 Ensure that services are available and ready for operation<br>1.6 Prepare product labelling equipment and check to confirm readiness for use according to operating instructions<br>1.7 Set equipment to meet labelling requirements                                                                                                                                                                                         |
| 2. Operate and monitor the labelling process     | 2.1 Start up labelling equipment according to operating instructions<br>2.2 Monitor control points to confirm performance is maintained within specification<br>2.3 Products are labelled according to specification<br>2.4 Monitor labelling equipment to confirm operating condition<br>2.5 Identify, rectify and report out-of-specification end product, process and equipment performance<br>2.6 Liaise with operators in other work areas to ensure ongoing packaging process runs efficiently and effectively |
| 3. Shut down the labelling process               | 3.1 Shut down labelling equipment according to operating instructions<br>3.2 Prepare labelling equipment for cleaning and maintenance according to workplace procedures                                                                                                                                                                                                                                                                                                                                              |
| 4. Conduct house-keeping activities              | 4.1 Collect, treat and dispose of or recycle waste generated by both the process and cleaning procedures according to workplace procedures<br>4.2 Conduct work according to workplace environmental guidelines<br>4.3 Record workplace information according to workplace requirements                                                                                                                                                                                                                               |

## 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                                                                                                            |
|--------------------|------------------------------------------------------------------------------------------------------------------------|
| Oral communication | <ul style="list-style-type: none"> <li>Report out of specification details clearly using language, tone and</li> </ul> |

| Skill             | Description                                                                                                                                                                   |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                   | pace appropriate to audience                                                                                                                                                  |
| Get the work done | <ul style="list-style-type: none"><li>Respond to predictable routine problems, faults and out of specification issues, and implements standard or logical solutions</li></ul> |

## Unit Mapping Information

| Code and title current version             | Code and title previous version             | Comments                                                                                                       | Equivalence status |
|--------------------------------------------|---------------------------------------------|----------------------------------------------------------------------------------------------------------------|--------------------|
| FBPBP3002<br>Operate the labelling process | FDFBP3002A<br>Operate the labelling process | Updated to meet Standards for Training Packages<br><br>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 FBPBP3002 Operate the labelling 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 an automated or semi-automated product labelling system on a minimum of one occasion, including:

- confirming equipment is ready for operation, including:
  - heating glue to correct temperature
  - checking glue meets specification according to label type
  - confirming dryness of container in readiness for labels
  - checking labels meet specification of product
  - inserting labels, correctly orientated in magazine
  - feeding label web through application mechanism
- monitoring and adjusting process equipment to achieve required quality outcomes, ensuring:
  - label adhesion
  - label orientation
  - label damage
  - label positioning
  - smooth versus bubbled labels
  - misprinted labels
  - any label or product coding applied as part of the process
- taking corrective action in response to typical faults and inconsistencies
- liaising with other work areas involved in the packaging process
- 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:

- purpose and principles of labelling equipment
- key features of labelling equipment and components
- links to related processes
- effect of process stages on end product
- quality characteristics of end product
- product and materials preparation requirements and effect of variation on the process which may include effect on end results of:
  - glue temperature
  - glue type
  - wet containers
  - faulty label feed
  - incorrect or inaccurate labels
- 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 method of monitoring control points within the process
- common causes of variation and corrective action required
- routine maintenance requirements
- health and safety in the workplace hazards and controls
- lock-out and tag-out procedures
- procedures and responsibility for reporting problems
- shutdown and cleaning requirements associated with changeovers and types of shutdown
- 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:
  - a product labelling context
  - work procedures and instructions
  - personal protective equipment
  - products, consumables and materials

- documentation and recording requirements and procedures.

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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