



Australian Government

FBPFST4005 Document food processes and supporting procedures

Release: 1

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Modification History

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

Application

This unit of competency describes the skills and knowledge required to document the operational steps in producing a processed food product and developing the procedures that support the operation.

The unit applies to individuals who are required to document processes and procedures for food processing, and who have responsibility for monitoring and maintaining product safety and quality and the production environment.

No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Food science and technology (FST)

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. Identify the stages and operations required in the processing of a food product	1.1 Identify inputs, production processes and outputs 1.2 Analyse each step in processing operation and identify opportunities to make adjustments 1.3 Identify hazards to food safety and product quality at each stage of

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	production
2. Identify the facilities, equipment, workflow and process controls for a processed food product	2.1 Analyse functions of each production stage 2.2 Identify equipment used to perform each operation stage 2.3 Identify the facilities, workflow and layout of the work area and links with other parts of the organisation 2.4 Document process controls for a processed food product 2.5 Review the work team structure and the roles and responsibilities of team personnel for a given food product 2.6 Investigate information management processes for a food processing operation
3. Produce documentation for nominated unit operations	3.1 Draft a flow diagram using correct nomenclature and symbols to show processes, inputs and outputs 3.2 Highlight suggestions for improvements to product quality and operational efficiency 3.3 Quantify energy and resource usage, and environmental impacts, of production processes 3.4 Review procedures for testing for yields and variances at each stage 3.5 Identify areas for process improvement for further analysis

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 manuals, diagrams, drawings and other technical information relevant to producing a processed food product - Interpret codes of practice, regulations, and standards for food safety
Writing	Clearly and accurately document operational steps and procedures in producing a processed food product

Skill	Description
Numeracy	Source, collect and organise a range of data required during the steps for producing a processed food product
Get the work done	Represent food processing operations in a diagrammatic form

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFST4005 Document food processes and supporting procedures	FDFST4005A Document processes and procedures for a food product	Updated to meet Standards for Training Packages Minor changes to Performance Criteria to clarify intent Updated title	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 FBPFST4005 Document food processes and supporting procedures

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Performance Evidence

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

There must be evidence that the individual has effectively documented at least one complete food processing operation, including:

- documenting supporting procedures for the operation
- identifying unit operations and representing a food processing operation in a diagrammatic form
- identifying review mechanisms for calculating variances and outputs that are outside of specification, and to identify areas for further refining and development under continuous improvement for a food product.

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:

- basic theory behind each major operation, including material transfer, separation, size reduction, combining, heat exchange, biochemical transformation, shaping and extrusion
- criteria used to select equipment for food processing operations
- basic operating principles for the equipment used
- process flow charts and process control
- information and format requirements for documenting processes and procedures
- techniques for quantifying energy and resource use
- concepts of waste and approaches used to reduce waste and improve efficiencies
- hazards and controls relating to food processing operations.

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 food processing workplace
- resources, equipment and materials:
 - food processing equipment
 - methods and related software systems required to produce flow diagrams for nominated unit
- specifications:
 - production process and related equipment, manufacturers' advice and operating 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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