



Australian Government

FBPGRA4003 Manage mill logistics and support services

Release: 1

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Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 1.0.

Application

This unit of competency describes the skills and knowledge required to manage support and logistics services to ensure safe and efficient operation of a flour mill and compliance with regulatory and commercial requirements.

The unit applies to individuals who establish and supervise the handling, storage, despatch and distribution of materials, including grain, flour and by-products. It also covers supervision of hygiene, work health and safety, pest control and security procedures.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and environmental regulations, legislation and standards that apply to the workplace.

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

Pre-requisite Unit

Nil

Unit Sector

Grain processing (GRA)

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. Review mill plan and flow diagram to ensure all logistics and support services are correctly	1.1 Ensure incorporation of grain and other materials receiving locations in mill plan 1.2 Ensure incorporation of all grain, flour and by-product storage facilities in mill plan

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
identified	1.3 Review mill flow diagram for inclusion of all break and reduction system equipment and intermediate storage facilities 1.4 Ensure incorporation of all administration, maintenance, utilities and storage areas in mill plan 1.5 Identify directly milled and blended flour products in product flow diagrams and relate to storage and despatch facilities
2. Support product flow through mill	2.1 Review facilities and set operating procedures for grain receipt according to mill requirements 2.2 Ensure operators have required training and test materials for testing grain 2.3 Ensure storage availability for received grain, including any divisions 2.4 Confirm intermediate storage requirements based on forward production schedule 2.5 Establish product handling, storage and despatch procedures for just-in-time customers according to safe work practices 2.6 Establish product handling, storage and despatch procedures for daily, weekly or other regular deliveries 2.7 Identify any non-standard storage and despatch requirements 2.8 Establish and supervise inspection and cleaning regime for bins and silos 2.9 Establish and supervise temperature and moisture testing for storage bins and silos
3. Establish mill stock control system	3.1 Integrate warehouse control and information requirements with mill management and control system according to workplace procedures 3.2 Ensure customer orders are passed as soon as possible after receipt to production, storage, and transport departments 3.3 Establish bin stock measuring frequency and method to meet mill stock control requirements 3.4 Set and monitor weighbridge operation and recording procedures for all bulk inward and outward grain and mill products 3.5 Identify locations for automatic and manual recording of internal product transfers 3.6 Establish authorisation and access procedures for use of additives

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	and adjuncts to meet mill stock control requirements
4. Supervise blending of flours to meet orders	4.1 Supervise internal transfer of flour to holding bins 4.2 Determine if volumetric, on-line or batch blending is to be used 4.3 Determine formula for required blend, including any required additives and adjuncts 4.4 Specify flours to be used to most economically achieve required formula according to flour blending requirements 4.5 Supervise blending operation, including data entry into batch or process control computer 4.6 Supervise transfer of blended flour to packing, despatch or storage
5. Supervise product despatch	5.1 Set and monitor 'give away' margin above minimum weight in packed flour 5.2 Supervise operation of bag and sack packing, and closing equipment 5.3 Determine, where required, if enterprise or contract vehicles are to be used 5.4 Oversee bag, sack and bulk flour despatch as appropriate according to workplace practices 5.5 Supervise packing and despatch of by-products, including palletisation of wheat-feed according to workplace practices
6. Manage work health and safety, mill safety, security and regulatory procedures for mill or area of responsibility	6.1 Establish or review perimeter security according to mill safety standards and security regulatory procedures 6.2 Confirm site access control point for all vehicle and pedestrian traffic 6.3 Review adequacy of truck holding and turnaround facilities 6.4 Establish or review site work health and safety plan and procedures 6.5 Ensure personal protective equipment, pedestrian walkways, and other pedestrian safety procedures are known and followed 6.6 Review fire protection plan and fire protection facilities, including location and type of extinguishers, suppression systems and alarms 6.7 Review visitor reception, registration and escort protocols for visitor access to non-administration areas 6.8 Establish compliance procedures for environmental, food safety

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	and other regulatory requirements
7. Review mill dust control procedures	7.1 Review equipment and storage cleaning schedule and procedures for dust control effectiveness 7.2 Arrange regular inspections for potential ignition sources to meet safety standards 7.3 Review current dust control and dust explosion relief equipment and arrange for any required maintenance or additional dust control/dust explosion relief equipment according to manufacturers' specifications 7.4 Establish training in dust control procedures for all employees and contractors
8. Manage pest control procedures	8.1 Review site pest control plan to meet production and food safety requirements 8.2 Ensure all employees are trained to identify signs of insect, rodent and bird infestation 8.3 Establish inspection, sampling and testing regime for all equipment, storage areas and all inward and outward goods 8.4 Determine cause and type of infestations 8.5 Specify appropriate control measures for insect, rodent and bird infestation 8.6 Supervise protection of employees, community and product during treatments 8.7 Ensure compliance with regulations and environmental guidelines 8.8 Establish pest reporting and treatment recording procedures
9. Manage contractors for mill or area of responsibility	9.1 Establish and maintain schedule of contractors and their capabilities for services not performed in-house 9.2 Confirm procedures and delegations for engaging contractors 9.3 Develop site access register for contractors according to workplace requirements 9.4 Ensure contractors are briefed on all mill regulatory and commercial 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
Reading	• Interpret mill plan and customer orders • Interpret manuals, diagrams, drawings and other technical information
Writing	• Record despatch and distribution information • Compile reports to disseminate information about storage and despatch to a range of audiences
Numeracy	• Calculate grain holding capacity, including in terms of days of production • Specify grain divisions on receipt to suit later blending requirements
Navigate the world of work	• Challenge and develop own management style and innovative practices • Monitor adherence to legal and regulatory standards and responsibilities for self and others • Consider own role in terms of contribution to broader goals of the work environment and adapt and renegotiate role and responsibilities when this has the potential to increase effectiveness
Interact with others	• Use appropriate language and communication skills to facilitate discussions • Provide information about innovative practices, processes and products • Clarify the purpose and possible actions to be taken as a result of work-related communications
Get the work done	• Schedule flour blending to suit customer requirements and transport logistics • Assess equipment and storage areas for dust control risks • Identify current innovative practice and organisational trends • Use a computer, keyboard and software to collect and file research data • Source, collect and organise a range of data about performance against targets

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPGRA4003 Manage mill logistics and support services	FDFGR4003A Manage mill logistics and support services	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4>

Assessment Requirements for FBPGRA4003 Manage mill logistics and support services

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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, on at least one occasion, the individual has:

- determined mill requirements for logistics and services, including:
 - stock control
 - transport and storage
 - blending
 - packing and despatch
 - security
 - pest control
- analysed flow of operations
- assessed requirements and capacity to support each stage of production
- assessed operator training for product testing
- specified grain divisions on receipt to suit later blending requirements
- scheduled flour blending to suit customer requirements and transport logistics
- assessed equipment and storage areas for dust control risks
- related rate of production to storage capacity
- identified requirements of mill customers and determined if orders are to be directly filled or met out of storage
- identified non-standard storage and despatch requirements
- supervised blending procedures to ensure customer requirements are met
- assessed risks and hazards in the workplace
- evaluated and established processes and procedures
- supervised despatch procedures
- ensured compliance with regulations and environmental guidelines
- established pest reporting and treatment recording procedures
- managed pest and dust control techniques in a mill
- accessed and used mill control system

- established procedures for on-site access for contractors.

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:

- methods of storing and handling grain, flour, bran and by-products
- temperature and moisture-testing techniques for grain storage bins and silos
- dust control techniques
- dust explosion relief systems and equipment
- fire warning and control techniques
- flour blending techniques and equipment
- flour milling process, including purpose of the break and reduction systems
- advantages and disadvantages of volumetric, batch and on-line flour blending techniques
- usage requirements and formulas for additives and adjuncts
- types of warehouse control and information systems
- equipment used in flour blending, including:
 - weighers
 - mixers and homogenisers
 - pneumatic and mechanical feeders and conveyors
 - magnets, sifters and exhausts
- identification characteristics for pest insects, rodents and birds
- signs of insect and rodent infestation
- strategies to eliminate or reduce pests
- optimum treatments for insect, rodent and bird infestations
- work health and safety hazards and controls
- safe procedures for handling, using and storing pesticides and dangerous goods, identifying identification of information provided on labels and, where required, handling of gas cylinders
- typical risk management and contingency planning techniques for a flour mill.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - personal protective equipment relevant to flour milling operations
 - customer orders
 - grain, flour and by-products and required storage facilities
 - cleaning procedures, materials and equipment
- specifications:

- work procedures, including advice on safe work practices, food safety, quality and environmental requirements
- equipment manuals including operating parameters
- 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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