



Australian Government

FBPOPR1001 Pack or unpack product manually

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 pack or unpack product manually.

This unit applies to individuals who work alongside a supervisor in most situations and exercise limited autonomy. Applications include packing into or from primary or secondary (inner or outer) packaging. Product feed may be mobile (conveyors) or stationary.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety 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

Operational (OPR)

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 pack or unpack product	1.1 Read or listen to work instructions from supervisor and ask for clarification where necessary 1.2 Identify work health and safety hazards and report to supervisor 1.3 Use appropriate personal protective equipment according to

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	workplace procedures 1.4 Identify packaging requirements according to job specifications 1.5 Check packaging consumables against product type
2. Manually pack or unpack product	2.1 Pack or unpack product to meet customer and order specifications 2.2 Stack product according to required configurations 2.3 Identify unacceptable packaging consumables, product and packed products, and remove and correct, or tell supervisor 2.4 Maintain the work area in a clean and tidy state according to work health and food safety 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
Navigate the world of work	• With guidance, identify main tasks, rights and responsibilities of own role • Follow instructions to complete a limited set of well-defined tasks • Meet a limited range of explicit workplace conventions and protocols
Interact with others	• Ask simple questions and listen carefully to clarify understanding or seek further information • Follow basic communication protocols and conventions • Recognise basic values, beliefs and cultural expectations of others • Follow scripts or use simple templates for routine communication tasks
Get the work done	• Follow simple, clear instructions • Keep track of work activities • Recognise and seek guidance to correct simple problems • Take responsibility for and reflect on low-impact decisions • Recognise and support the application of new ideas

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR1001 Pack or unpack product manually	FDFOP1001A Pack or unpack product manually	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 FBPOPR1001 Pack or unpack product manually

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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 packed or unpacked product manually on at least one occasion, including:

- accessing workplace information on product and packaging requirements and procedures
- selecting, fitting and using personal protective equipment (PPE)
- confirming supply of packaging components and consumables appropriate for product type
- confirming that product is in correct condition, including confirming product and date codes, and product characteristics, weight and appearance
- pacing work to meet production requirements
- packing or unpacking product to meet specifications, including:
 - checking positioning of product within packaging
 - inspecting appearance and confirming that the packaged product meets customer and quality requirements
- correcting and/or reporting product and/or packaging that is out-of-specification within level of responsibility
- maintaining work area to meet housekeeping standards, including cleaning and sanitising equipment and surfaces
- operating basic packaging equipment related to manual packing function
- stacking or placing product according to requirements for stacking configurations
- following work health and safety and food safety procedures.

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 function of packaging

- quality requirements of packaging components and consumables, the packing process, and the effect of outputs on both the further stages of packaging and storage, and on the final consumer
- packaging components and consumables used for each product type
- packaging, unpacking and/or wrapping and/or placement procedures for each product type
- consequences of incorrect procedures or configuration
- specifications for packing/packaging product and related equipment, components and consumables as required, including identifying any special packing/packaging requirements of particular customers
- storage and handling requirements of product
- contamination/food safety risks associated with manual packing and related control measures
- common causes of variation in both product presented for packing and packing components and consumables, and corrective action required
- work health and safety hazards and controls, including appropriate materials handling techniques related to the role
- services required, and action to take if services are not available.

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 clothing and equipment
 - relevant materials, packaging components and consumables, and related equipment
 - workplace forms and records as required
- specifications:
 - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
 - production schedule and batch instructions
 - packaging specifications
 - documentation and recording requirements and procedures
 - cleaning procedures, materials and equipment as required
- relationships (internal and/or external):
 - person/s with whom to communicate.

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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