



Australian Government

FBPOPR1009 Follow work procedures to maintain quality

Release: 1

FBPOPR1009 Follow work procedures to maintain quality

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 follow basic quality assurance practices related to monitoring quality where work involves routine manual processes or operation of simple automated equipment.

This unit applies to individuals who work alongside a supervisor in a food processing environment and exercise limited autonomy. It typically targets the production worker responsible for following quality procedures in own work operations.

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. Monitor quality of work outcome	1.1 Identify quality requirements according to workplace procedures 1.2 Inspect inputs to confirm capability to meet quality requirements 1.3 Follow work procedures according to workplace requirements
2. Identify and report unacceptable inputs and outputs	2.1 Check work area, materials, processes and product routinely to ensure compliance with quality requirements 2.2 Identify unacceptable quality and take corrective action within the

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	level of responsibility to maintain quality standards 2.3 Report quality variation 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
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
FBPOPR1009 Follow work procedures to	FDFOP1009A Follow work procedures to	Updated to meet Standards for Training Packages	Equivalent unit

Code and title current version	Code and title previous version	Comments	Equivalence status
maintain quality	maintain quality		

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 FBPOPR1009 Follow work procedures to maintain quality

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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 followed work procedures to maintain quality on at least one occasion, including:

- accessing and applying workplace information on quality requirements for own work
- identifying control points or inspection points for own work and related methods used to monitor quality
- carrying out relevant checks and inspections as required, such as checks and inspections on equipment, materials, product, packaging consumables and processing conditions relevant to own work
- identifying and responding to out-of-specification or unacceptable inputs and/or outputs, such as making adjustments within level of responsibility and/or reporting
- maintaining quality of own work
- recording quality data in required format according to enterprise procedures
- following work health and 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:

- quality policy, procedures and responsibilities
- quality personnel and their respective responsibilities, such as internal personnel and external auditors
- requirements of internal and external customers
- sources of advice on quality requirements for own work
- control points for own work, including the purpose of the control point, the risk if not controlled and the method of control where relevant
- monitoring, inspection and checking procedures relating to process control requirements
- evidence of out-of-specification or unacceptable performance

- procedures for responding to out-of-specification or unacceptable performance/outcomes
- responsibilities for reporting and recording quality information
- recording requirements and responsibilities for maintaining quality.

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:
 - workplace procedures and forms
- 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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