



Australian Government

FBPOPR1017 Follow work procedures to maintain quality

Release: 1

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Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

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 under direct supervision. It typically targets the production worker responsible for following quality procedures for limited operations.

All work must be carried out to comply with workplace procedures according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No 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 for work task 1.2 Inspect production input to confirm capability to meet quality requirements 1.3 Follow work procedures to ensure quality outcomes
2. Identify and report	2.1 Check work area, materials, processes and product routinely to

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unacceptable inputs and outputs	ensure compliance with quality requirements 2.2 Identify unacceptable quality, and take corrective action within the level of responsibility to maintain quality standards 2.3 Report any variation in quality 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
Learning	Recognise and seek guidance to correct simple problems
Reading	- Interpret simple work instructions and workplace procedures - Interpret quality requirements
Oral communication	Ask simple questions to clarify understanding of instructions or information
Numeracy	Check outcome/products meet quality guides (including measuring and counting)

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR1017 Follow work procedures to maintain quality	FBPOPR1009 Follow work procedures to maintain quality	Application of unit clarified Minor changes to Performance Criteria Foundation Skills refined Performance Evidence and Knowledge Evidence clarified Minor changes to	Equivalent

Code and title current version	Code and title previous version	Comments	Equivalence status
		Assessment Conditions	

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 FBPOPR1017 Follow work procedures to maintain quality

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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 followed work procedures to maintain quality for at least one batch or production run, including:

- following safe operating procedures
- addressing routine operation issues.

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 related to process control requirements
- types 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.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:

- a workplace or an environment that accurately represents workplace conditions
- specifications:
 - quality guidelines
 - safe work procedures
- relationships:
 - supervisor.

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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