



Australian Government

FBPOPR2006 Operate a bulk dry goods transfer process

Release: 1

FBPOPR2006 Operate a bulk dry goods transfer process

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 receive and transfer bulk (dry) raw materials to storage areas.

The unit applies to individuals who work under general supervision and exercise limited autonomy in a food processing production environment. It typically applies to workers responsible for the operation and monitoring of a dry ingredients transfer process and associated equipment.

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 for bulk materials transfer work	1.1 Read or listen to work instructions from supervisor and clarify where required 1.2 Identify work health and safety hazards for the bulk dry goods transfer process and inform supervisor

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.3 Wear appropriate personal protective equipment and ensure correct fit according to work health and safety requirements 1.4 Identify bulk storage locations, ingredient and materials holdings and capacities 1.5 Confirm actual to recorded holding levels
2. Check and prepare bulk materials transfer equipment and process for operation	2.1 Confirm the transfer system equipment is ready for use 2.2 Select transfer equipment settings and operating parameters to meet safety and transfer requirements 2.3 Carry out checks and tests and follow other materials and product clearance procedures prior to transfer 2.4 Establish priorities for materials transfer to match intakes and transfers to storage capacity and production requirements
3. Transfer bulk materials	3.1 Start and operate the transfer process according to work health and safety and operating requirements 3.2 Monitor the transfer process to confirm correct location selection, quantities and equipment settings 3.3 Transfer bulk dry materials and product to the required location or storage facility 3.4 Maintain a clean and tidy workplace according to work health and safety and food safety procedures 3.5 Maintain workplace records in required format 3.6 Conduct work according to workplace environmental guidelines
4. Complete transfer operations	4.1 Select equipment settings to complete transfer operation 4.2 Purge in-flight product from lines according to workplace procedures 4.3 Clean and prepare equipment for further transfer 4.4 Record information on the transfer operation in required format 4.5 Identify and report maintenance requirements according to workplace 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
Numeracy	Interpret system process control data, capacities, quantities and product levels
Reading	- Identify product and other transfer requirements from basic order forms - Read system information from control screens - Identify workplace procedures
Writing	Record data and observations on written and digital media
Navigate the world of work	- Apply workplace procedures relevant to own responsibilities - Understand main tasks, responsibilities and boundaries of own role, including use of personal protective clothing and equipment, housekeeping standards and procedures, quality requirements and operating procedures - Take steps to develop skills and knowledge of transfer process
Interact with others	- Communicate and report operational and safety information to relevant persons - Select and use appropriate terminology when communicating with personnel and customers - Participate in conversations relevant to role by responding and explaining as required
Get the work done	- Make routine decisions relating to transfer process - Implement standard solutions and responses to familiar problems and incidents - Recognise and respond to non-conforming product - Use digital technologies including process control screens and systems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2006 Operate a bulk dry goods transfer process	FDFOP2006A Operate a bulk dry goods transfer process	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 FBPOPR2006 Operate a bulk dry goods transfer process

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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 received and transferred bulk (dry) raw materials to storage areas on at least one occasion, including:

- accessing workplace information relating to materials transfer requirements and priorities
- selecting, fitting and using personal protective equipment (PPE)
- using workplace records and systems to confirm storage facilities and capacities and determine appropriate routing of materials received (this typically involves use of computer-based systems) and, where required, verifying by physically inspecting storage facilities
- planning and sequencing transfer process to meet storage capacity and production requirements
- preparing equipment for materials transfer, such as confirming that equipment is clean, lines are purged, isolation or lock-outs are cancelled as required, any scheduled maintenance has been completed and safety guards/equipment are correctly positioned
- carrying out procedures to confirm bulk materials meet quality requirements as required by transfer process, such as conducting tests or getting clearance documentation from laboratory/quality personnel
- operating and monitoring transfer process to confirm that correct quantities are transferred at the required times, to the required locations
- locating emergency stop functions on equipment
- responding to and/or reporting equipment failure within level of responsibility
- responding to and/or reporting evidence that bulk materials do not meet quality requirements
- completing the transfer operations, such as purging lines and selecting appropriate equipment/system settings
- completing records of product/materials transfer as required
- maintaining work area to meet housekeeping standards
- using process control and scheduling systems, screens and panels according to enterprise procedures

- following relevant work health and safety requirements.

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:

- bulk dry materials storage layout, capacities and related management systems
- basic operating principles of equipment, such as the system of sensors, valves, pipework and related equipment that controls the transfer of bulk dry materials, equipment operating capacity and the status and purpose of guards
- planning and scheduling systems and responsibilities to prioritise materials transfer processes, including the characteristics of materials received and related storage requirements, production requirements and storage capacities
- signs and symptoms of faulty equipment and early warning signs of potential problems
- operating parameters and corrective action required where operation is outside specified operating parameters
- work health and safety hazards and controls, including the risk of spontaneous combustion, and dust control
- isolation, lock-out and tag-out procedures and responsibilities
- product inspection procedures within level of responsibility, including types of pest infestation and common contamination relevant to dry materials transferred
- procedures for separating and handling non-conforming or unacceptable product
- clearance procedures, such as relevant test methods and action required if results are not within specification or clearance is not provided
- contamination risks and controls, including cross-contamination risks, product compatibility and storage requirements
- environmental issues associated with dry goods handling and storage
- recording requirements and procedures for dry good handling and storage
- basic operating principles of process control, where relevant, including the relationship between control panels and systems and the physical equipment.

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
 - storage locations, capacities and bulk receipt equipment capacity and operating parameters
 - bulk transfer system, equipment and services
 - bulk materials (dry)
 - receipt schedules and sequencing systems

- sampling schedules and test procedures and equipment as required
- documentation and recording requirements and procedures
- cleaning procedures, materials and equipment
- specifications:
 - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
 - work roles and responsibilities, training and career information.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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