



Australian Government

FBPOPR2008 Operate a bulk liquid transfer process

Release: 1

FBPOPR2008 Operate a bulk liquid 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 load out bulk liquid product or raw materials.

This unit applies to individuals transferring bulk liquid product and materials from tankers and between storage and production storage facilities.

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 liquid transfer process and inform supervisor 1.3 Wear appropriate personal protective equipment and ensure

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<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	correct fit according to work health and safety requirements 1.4 Identify tank locations, and product and materials holdings and capacities 1.5 Confirm actual-to-recorded holding levels
2. Prepare bulk liquid transfer equipment and process for operation	2.1 Inspect condition of tank farm and related equipment and identify and report maintenance requirements 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 the priorities for materials transfer to match intakes and transfers to storage capacity and production requirements
3. Transfer bulk liquid 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 liquid 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 Position valves and related equipment settings to complete transfer operation 4.2 Purge product and materials 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 activities 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
FBPOPR2008 Operate a bulk liquid transfer process	FDFOP2008A Operate a bulk liquid 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 FBPOPR2008 Operate a bulk liquid 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 loaded out bulk liquid product or raw materials on at least one occasion, including:

- accessing workplace information relating to materials transfer requirements
- selecting, fitting and using personal protection equipment
- inspecting equipment for signs of wear, including visual inspections to detect leaks, listening for unusual noises and/or vibrations in pumps, and checking gauges and meters
- using workplace records and systems to confirm tank holdings and capacities and determining appropriate source/destination holding facilities, including verifying by physically inspecting storage facilities and checking materials/product compatibility
- planning and sequencing transfer process to meet storage capacity and production requirements
- preparing equipment for materials transfer, including 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 liquid bulk product/materials meet quality requirements
- operating and monitoring transfer process to confirm that correct quantities are transferred at the required times, to the required locations, including monitoring pump loads and flow rates, and filter/strainer condition
- responding to and/or reporting equipment failure within level of responsibility
- locating emergency stop functions on equipment
- completing transfer operations, including 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 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:

- bulk liquid materials storage facilities layout and related management systems
- basic operating principles of the system and equipment used, including the features of the bulk liquid handling system
- equipment used, including sensors, valves, pumps, pipework and other related equipment that controls the flow and transfer of bulk liquid materials, equipment operating capacity and the status and purpose of guards
- planning and scheduling systems and responsibilities to prioritise materials transfer processes, including 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 emergency procedures to respond to hazardous situations
- product inspection procedures within level of responsibility
- clearance procedures, including 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
- isolation, lock-out and tag-out procedures and responsibilities
- environmental issues associated with bulk liquid materials transfer, including consequences of spills and appropriate control/containment procedures
- recording requirements and procedures for the bulk liquid transfer process
- basic operating principles of process control, where relevant, including the relationship between control panels and systems and the physical equipment
- workplace cleaning procedures required for the bulk liquid transfer process.

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
 - bulk transfer system, equipment and services
 - bulk materials (liquid)
 - 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 roles and responsibilities, training and career information
 - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
 - storage locations, capacities and bulk receipt equipment capacity and operating parameters.

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>