



Australian Government

FBPOPR2018 Operate a case packing process

Release: 1

FBPOPR2018 Operate a case packing 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 set up, operate, adjust and shut down a secondary packaging process used to form trays or boxes, load and position product, and seal the package.

This unit applies to individuals who work under general supervision and exercise limited autonomy in a food processing packing environment. It typically applies to the worker responsible for applying basic operating principles to the operation and monitoring of a case packing process and associated equipment. Case packers may be configured as side loading, wrap around, drop, or pick and place packers.

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 the case packing equipment and	1.1 Read or listen to work instructions from supervisor and clarify where needed

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
process for operation	1.2 Identify work health and safety hazards and tell supervisor 1.3 Wear appropriate personal protective equipment (PPE) and ensure correct fit 1.4 Confirm that packaged product and packaging components and consumables are available to meet production and food safety requirements 1.5 Carry out pre-start checks on process and related equipment to confirm readiness for use according to workplace procedures 1.6 Load or position packaging components and consumables according to workplace procedures and safety requirements 1.7 Set parameters to meet safety and packaging requirements
2. Operate and monitor the case packing process	2.1 Start, operate and monitor the process for variation in operating conditions according to work health and safety and operating procedures 2.2 Report any variation in equipment operation according to workplace procedures 2.3 Monitor packaging quality and packaging appearance to confirm that specifications are met 2.4 Identify, rectify and report out-of-specification process outcomes according to workplace requirements 2.5 Follow and apply workplace cleaning and environmental procedures
3. Shut down the case packing process	3.1 Identify the appropriate shutdown procedure and implement safely according to operating procedures 3.2 Identify and report maintenance requirements according to workplace procedures 3.3 Maintain workplace records 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
Reading	- Interpret workplace and standard operating procedures relevant to job role - Interpret production requirements
Writing	Record operating, routine maintenance and shutdown information on paper-based and electronic media
Numeracy	- Monitor and interpret production and process control indicators and data - Monitor supply and flow of materials to and from the process
Navigate the world of work	- Apply workplace procedures to own role and responsibilities - Identify skills, knowledge and experience required for performing own role in the workplace - Ask questions to clarify understanding or seek further information
Interact with others	- Communicate and report operational and safety information to relevant personnel - Use modes of communication suitable to purpose to confirm understanding when conducting operational start-up and shutdown procedures
Get the work done	- Access and interpret process control panels and system - Maintain a clean and hazard-free work area - Identify out-of-specification standards and maintain quality specifications - Confirm equipment status and condition - Interpret process and equipment information to monitor process and respond to abnormal performance and variations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR2018 Operate a case packing process	FDFOP2018A Operate a case packing 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 FBPOPR2018 Operate a case packing 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 operated a case packing process on at least one occasion, including:

- accessing workplace information to identify case packing requirements
- selecting, fitting and using PPE
- confirming supply of necessary packaging components/consumables, including boxes/cartons and related consumables
- inspecting the quality of packaging components/consumables to confirm that standards are met
- conducting pre-start checks, including:
 - inspecting equipment condition to identify any signs of wear
 - selecting appropriate settings and/or related parameters to suit product type
 - cancelling isolation or lock-outs as required
 - confirming that equipment is clean and correctly configured for packaging requirements
 - loading packaging components/consumables
 - positioning electronic eyes and sensors correctly
 - ensuring all safety guards are in place and operational
 - confirming coders are correctly set for date and product requirements
- starting, operating, monitoring and adjusting pick-and-place equipment to achieve required outcomes, including monitoring control points and conducting inspections, as required, to confirm process remains within specification:
 - box formation
 - alignment, placement and quantity of units packed
 - operation of suction cups
 - operation of related equipment (e.g. box closers and sealers)

- operation of ink jet coders to confirm correct code and clarity/legibility
- following procedures to reference or align equipment against set-up parameters
- monitoring flow of product to the process, and packaged goods from the process
- taking corrective action in response to out-of-specification results
- responding to and/or reporting equipment failure within level of responsibility
- locating emergency stop functions on equipment
- following isolation and lock-out/tag-out procedures as required to take case packing process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- preparing equipment for cleaning
- completing workplace records as required
- maintaining work area to meet workplace cleaning standards
- using process control systems according to enterprise procedures
- cleaning and sanitising equipment 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:

- purpose and basic principles of secondary packaging, including the requirements of packaging materials used and coding requirements
- basic operating principles of case packing equipment, including main equipment components, status and purpose of guards, purpose and location of electronic eyes and sensors, equipment operating capacities and applications, and services required for operation of case packers used in the workplace
- the flow of product to this stage in the packing process and the effect of outputs on downstream processes
- quality characteristics and requirements of outer packaging materials and of the packaged product, including board quality and finished packaged product specifications
- methods used to monitor the process, including visual inspection of the process and of the quality of the packaged product
- inspection or test points (control points) in the process and the related procedures and recording requirements, and testing gluing or sealing of packages where required
- operating requirements and parameters and corrective action required where operation is outside specified operating parameters, including restart procedures following a crash or jam-up
- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
- common causes of variation and corrective action required, including the effect of variation in packaging components/consumables on performance
- contamination/food safety hazards and risks associated with this stage in the packaging process and related control measures
- work health and safety hazards and controls for operating a case packing process

- requirements of different shutdowns as appropriate to the process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage
- isolation, lock-out and tag-out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the packaging process, including waste collection and handling procedures related to the process
- basic operating principles of process control, where relevant, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitation procedures for operating a case packing 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
 - automated case packers and related equipment and services
 - product to be packaged, and board and related consumables
 - documentation
 - cleaning procedures, materials and equipment
- specifications:
 - work procedures, including advice on safe work practices, food safety, quality and environmental requirements, stock flow systems and production/packaging schedules
 - information on equipment capacity and operating parameters
 - specifications, control points and operating parameters
 - recording requirements and procedures.

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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