



Australian Government

FBPOPR2023 Operate a packaging process

Release: 1

FBPOPR2023 Operate a packaging 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 packaging process or sub-system.

This unit applies to individuals who operate and monitor a packaging process and associated equipment in a food processing packaging environment. The unit applies in a food processing packaging environment where no other specific packaging unit is available.

A packaging process may relate to primary and secondary packaging activities. It typically requires the operation of a series of related items of equipment to achieve the required outcome.

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 work in processing area	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>
	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 packaging components and consumables, materials and items to be packaged are available to meet operating requirements 1.5 Identify and confirm cleaning and maintenance requirements and status according to workplace procedures
2. Prepare the equipment and process for operation	2.1 Fit and adjust machine components and related attachments 2.2 Enter operating parameters to meet safety and production requirements 2.3 Load or position materials, product and packaging components and consumables according to food safety and operating requirements 2.4 Check and adjust equipment performance according to operating and job requirements 2.5 Carry out pre-start checks according to operator instructions
3. Operate and monitor the process	3.1 Start, operate and monitor the process for variation in operating conditions according to work health and safety and operating procedures 3.2 Monitor the process to confirm that specifications are met 3.3 Identify, rectify and report out-of-specification equipment, product or process outcomes according to workplace requirements
4. Shut down the process	4.1 Identify the appropriate shutdown procedure 4.2 Shut the process down safely according to operating procedures 4.3 Report maintenance requirements according to workplace procedures 4.4 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
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
FBPOPR2023 Operate a packaging process	FDFOP2023A Operate a packaging 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 FBPOPR2023 Operate a packaging 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 packaging process on at least one occasion, including:

- accessing workplace information to identify packaging requirements
- selecting, fitting and using PPE
- confirming supply of necessary packaging components/consumables, materials and services
- conducting pre-start checks, including:
 - inspecting equipment condition to identify any signs of wear
 - setting coders and printers
 - selecting appropriate equipment settings and/or related parameters
 - cancelling isolation or lock-outs as required
 - confirming that equipment is clean and correctly configured for packaging requirements
 - positioning sensors and controls correctly
 - ensuring any scheduled maintenance has been completed
 - confirming that all safety guards are in place and operational
- starting, operating, monitoring and adjusting packaging equipment to achieve required outcomes, including:
 - packaging components/consumables and/or product
 - monitoring control points (for example, weights, codes, placement, glue temperatures, alignment and appearance, configuration and seal integrity) as required to confirm process remains within specification
- monitoring supply and flow of materials to and 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 packaging equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- completing workplace records as required
- maintaining work area to meet housekeeping 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 the packaging process, including:
 - the purpose and characteristics required of packaging materials used
 - the principles of the packaging process used (where methods involve vacuum or map packaging, it includes an understanding of the effect of modified atmosphere on product shelf-life)
- product and packaging coding requirements and related legal requirements, including product weight
- basic operating principles of equipment, including:
 - main equipment components
 - status and purpose of guards
 - equipment operating capacities and applications
 - the purpose and location of sensors and related feedback instrumentation
- services required and action to take if services are not available
- the flow of processes supplying the packaging process and the effect of outputs on downstream processes
- quality characteristics required of the packaging process, including seal integrity requirements
- effect of variation in inputs, including packaging components/consumables, materials and/or services, on process performance
- 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
- methods used to monitor the packaging process, including visual inspecting, and measuring and testing as required by the process
- inspection or test points (control points) in the process and the related procedures and recording requirements
- contamination/food safety risks related to stages in the packaging process, and related control measures
- common causes of variation and corrective action required

- work health and safety hazards and controls relevant to the packaging process
- requirements of different shutdowns as appropriate to the packaging process, including;
 - emergency and routine shutdowns and procedures to follow in the event of a power outage
 - conducting basic equipment referencing where required
- 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 process, including waste/rework collection and handling procedures related to the process
- basic operating principles of process control, including the relationship between control panels and systems and the physical equipment
- cleaning and sanitation procedures for packaging 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
 - packaging and related equipment and services
 - materials to be packaged and packaging components/consumables
 - sampling schedules, test procedures and equipment
- specifications:
 - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
 - information on equipment capacity and operating parameters
 - specifications, control points and operating parameters
 - documentation and recording procedures
 - cleaning procedures, materials and equipment.

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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