



Australian Government

FBPOPR2026 Operate a forming or shaping process

Release: 1

FBPOPR2026 Operate a forming or shaping 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 biscuit forming or shaping process.

This unit applies to individuals who work under general supervision and exercise limited autonomy in a biscuit production environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of machines and equipment to form and shape biscuit dough. Biscuits may be for human consumption or animal feed.

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 1.2 Identify work health and safety hazards and tell 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 Confirm materials and ingredients are available to meet operating and food safety requirements 1.5 Identify and confirm cleaning and maintenance requirements and status
2. Prepare the biscuit forming process for operation	2.1 Fit and adjust machine components and related attachments according to operating requirements 2.2 Enter processing or operating parameters to meet safety and production requirements 2.3 Check and adjust equipment performance according to operating requirements 2.4 Carry out pre-start checks according to operator instructions
3. Operate and monitor the biscuit forming process	3.1 Start, operate and monitor the process for variation in operating conditions according to work health and safety and operating requirements 3.2 Monitor the process to confirm that formed product is produced to specification 3.3 Identify, rectify and report out-of-specification equipment, product or process outcomes according to workplace requirements
4. Shut down the biscuit forming process	4.1 Identify the appropriate shutdown procedure and implement safely 4.2 Report maintenance requirements according to workplace procedures 4.3 Maintain workplace records in required format

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

Skill	Description
	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
FBPOPR2026 Operate a forming or shaping process	FDFOP2026A Operate a forming or shaping 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 FBPOPR2026 Operate a forming or shaping 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 forming or shaping process on at least one occasion, including:

- accessing workplace information to identify biscuit forming process requirements
- selecting, fitting and using PPE
- confirming supply and condition of necessary materials and services, including transferring and loading dough into hoppers
- confirming condition of dough, including:
 - dough type matches product specification
 - dough temperature, consistency/texture, moisture level, weight and colour
 - dough standing time
 - dough supply/quantities
- conducting pre-start checks, including:
 - inspecting equipment condition to identify any signs of wear
 - selecting appropriate settings and/or related parameters
 - cancelling isolation or lock-outs as required
 - confirming that related equipment is clean and correctly configured for processing requirements
 - positioning sensors and controls correctly
 - ensuring any scheduled maintenance has been carried out
 - confirming that all safety guards are in place and operational
- confirming setting selection, including:
 - setting parameters for process type
 - setting equipment speeds
 - adjusting roller and web settings (as required)
 - adjusting depositing/extrusion settings (as required)

- starting, operating, monitoring and adjusting process equipment to achieve required outcomes, including control points and conducting inspections as required to confirm process remains within specification, including:
 - biscuit size, shape and thickness
 - biscuit weight
 - dough temperature
- forming product to specification, including conducting a trial run in preparation for production run
- 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
- conducting product/batch changeovers
- locating emergency stop functions on equipment
- shutting down equipment in response to an emergency situation
- following isolation and lock-out/tag-out procedures as required to take process and related 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 workplace procedures
- cleaning and sanitising equipment according to workplace 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 biscuit forming
- 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 the biscuit forming process and the effect of outputs on downstream processes
- effect of dough quality on process outcomes
- quality characteristics to be achieved by the process
- quality requirements of materials and effect of variation on process performance
- operating requirements and parameters and corrective action required where operation is outside specified operating parameters, including procedures for incorporating reworked dough and procedures for mending webs as required
- 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 production process, including inspecting, 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 associated with the process and related control measures
- common causes of variation and corrective action required
- work health and safety hazards and controls relevant to operating a forming or shaping 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 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 biscuit forming and shaping 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
 - forming process and related equipment and services
 - biscuit dough to be formed
 - sampling and testing schedules and 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
 - production schedule and recipe/batch instructions
 - specifications, control points and processing 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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