



**Australian Government**

# **FBPOPR2048 Pre-process raw materials**

**Release: 1**

## FBPOPR2048 Pre-process raw materials

### 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, monitor and shut down machinery used for the preparation of raw materials.

This unit applies to individuals who work under general supervision and exercise limited autonomy in a food processing environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of machinery used for the preparation of raw materials.

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 Confirm materials are available to meet operating requirements<br>1.2 Identify and confirm cleaning and maintenance requirements and status according to work health and safety and food safety requirements |

| 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 clothing and ensure correct fit                                                                                                                                                                                                                                                                                                   |
| 2. Prepare for pre-processing                     | 2.1 Fit machine components and related attachments and adjust to meet operating requirements<br>2.2 Enter processing and operating parameters to meet safety and production requirements<br>2.3 Check equipment performance and adjust according to production requirements<br>2.4 Carry out pre-start checks according to work health and safety and operating procedures |
| 3. Operate and monitor the pre-processing process | 3.1 Start, operate and monitor the process for variation in operating conditions<br>3.2 Monitor the process to confirm that temperature specifications are met<br>3.3 Identify, rectify and report out-of-specification equipment, product or process outcomes according to workplace requirements<br>3.4 Follow and workplace housekeeping and environmental procedures   |
| 4. Shut down the pre-processing process           | 4.1 Identify the appropriate shutdown procedure<br>4.2 Shut down the process according to work health and safety and operating procedures<br>4.3 Identify and report maintenance requirements according to workplace procedures<br>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 | <ul style="list-style-type: none"> <li>Interpret workplace and standard operating procedures relevant to</li> </ul> |

| Skill                      | Description                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            | job role <ul style="list-style-type: none"> <li>Interpret production requirements</li> </ul>                                                                                                                                                                                                                                                                                                                                 |
| Writing                    | <ul style="list-style-type: none"> <li>Record operating, routine maintenance and shutdown information on paper-based and electronic media</li> </ul>                                                                                                                                                                                                                                                                         |
| Numeracy                   | <ul style="list-style-type: none"> <li>Monitor and interpret production and process control indicators and data</li> <li>Monitor supply and flow of materials to and from the process</li> </ul>                                                                                                                                                                                                                             |
| Navigate the world of work | <ul style="list-style-type: none"> <li>Apply workplace procedures to own role and responsibilities</li> <li>Identify skills, knowledge and experience required for performing own role in the workplace</li> <li>Ask questions to clarify understanding or seek further information</li> </ul>                                                                                                                               |
| Interact with others       | <ul style="list-style-type: none"> <li>Communicate and report operational and safety information to relevant personnel</li> <li>Use modes of communication suitable to purpose to confirm understanding when conducting operational start-up and shutdown procedures</li> </ul>                                                                                                                                              |
| Get the work done          | <ul style="list-style-type: none"> <li>Access and interpret process control panels and system</li> <li>Maintain a clean and hazard-free work area</li> <li>Identify out-of-specification standards and maintain quality specifications</li> <li>Confirm equipment status and condition</li> <li>Interpret process and equipment information to monitor process and respond to abnormal performance and variations</li> </ul> |

## Unit Mapping Information

| Code and title current version          | Code and title previous version         | Comments                                        | Equivalence status |
|-----------------------------------------|-----------------------------------------|-------------------------------------------------|--------------------|
| FBPOPR2048<br>Pre-process raw materials | FDFOP2048A<br>Pre-process raw materials | 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 FBPOPR2048 Pre-process raw materials

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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 pre-processed raw materials on at least one occasion, including:

- accessing workplace information to identify processing requirements
- selecting, fitting and using personal protective clothing and/or equipment
- confirming supply of necessary materials and services
- conducting pre-start checks on machinery and equipment required to pre-process raw materials, including:
  - inspecting equipment condition to identify any signs of wear
  - selecting appropriate settings and/or related parameters
  - cancelling isolation or lock-outs
  - confirming that 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
- loading or transferring materials to pre-processing equipment
- starting, operating and adjusting process equipment to achieve required outcomes, including monitoring control points and conducting inspections 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 to take process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- completing workplace records

- 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 pre-processing raw materials
- basic operating principles of equipment used in the pre-process raw materials, including:
  - main equipment components
  - status and purpose of guards
  - equipment operating capacities and applications
  - the purpose and location of sensors and related feedback instrumentation
- the flow of the process and the effect of product output on downstream processes
- quality characteristics to be achieved at the pre-processing stage
- effect of raw material characteristics on process performance
- operating requirements and parameters of machinery used in the pre-processing of raw materials, and corrective action required where operation is outside specified operating parameters
- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
- techniques used to monitor the process, including inspecting, measuring and testing 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 pre-processing and related control measures
- common causes of variation in the pre-processing of raw materials and corrective action required
- work health and safety hazards and controls, including limitations of protective clothing and equipment relevant to the work 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 required for machinery and equipment used for the preparation of raw materials
- 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 required for pre-processing raw materials.

## 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
  - raw materials
  - workplace records
- specifications:
  - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
  - production schedule and batch instructions
  - quality criteria, specifications and inspection procedures
  - documentation and 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.

## Links

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