



Australian Government

FBPOPR3022 Receive and store raw materials for food processing

Release: 1

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Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to recognise the key characteristics of raw materials used at the workplace, and to receive and store them appropriately.

The unit applies to individuals who take responsibility for receiving and storing raw materials in a food or beverage processing environment. The work includes identifying and providing solutions to routine and some non-routine problems.

All work must be carried out to comply with workplace procedures according to state/territory health and safety, environmental and food safety regulations, legislation and standards that apply to the workplace.

No 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. Identify quality parameters for raw materials	1.1 Identify raw materials used at workplace 1.2 Identify key quality attributes of raw materials, including any declared allergens 1.3 Identify workplace/product compliance issues associated with each

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	raw material 1.4 Identify hazards associated with each raw material 1.5 Identify material product specifications
2. Receive raw materials	2.1 Check details of order for raw materials 2.2 Compare order details to details on delivery docket 2.3 Check quality of raw material meets specifications, including any substitution ingredients 2.4 Take appropriate action to respond to out-of-specification materials according to workplace procedures 2.5 Perform basic analytical tests on raw materials to confirm they meet processing requirements 2.6 Receive raw materials that meet quality requirements 2.7 Record delivery of raw materials, in line with organisational procedures
3. Move raw materials	3.1 Identify risks and hazards of handling raw materials specific to job role 3.2 Wear appropriate personal protective equipment to manage risks 3.3 Use appropriate equipment to move raw materials to storage area
4. Store and monitor raw materials	4.1 Check storage conditions meet food safety and quality requirements 4.2 Adjust storage conditions that do not meet quality requirements 4.3 Ensure stock is rotated so that older stock is used before new stock 4.4 Monitor storage to ensure quality of raw material is maintained 4.5 Maintain records of storage conditions and quantities

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
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Skill	Description
Reading	Interpret Product Information Forms (PIFs), including allergen information
Writing	Document any substitution ingredients
Numeracy	- Interpret readings of gauges and scales for temperature, moisture - Use areas (m²), weight (g, kg, T) and volumes (ml, L, m³, ML, GL) to describe product quantities

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR3022 Receive and store raw materials for food processing	FBPCON2001 Examine raw ingredients used in confectionery	Redesigned unit that incorporates content from FBPCON2001 Examine raw ingredients used in confectionery	Not equivalent

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 FBPOPR3022 Receive and store raw materials for food processing

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Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has received and appropriately stored at least three different raw materials, including:

- applying safe work practices
- applying food safety procedures to work practices
- taking corrective action in response to out-of-specification materials/goods
- completing records accurately.

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:

- raw materials used in production of food and/or beverages, relevant to job role
- specifications for raw materials utilised for job role
- Certificates of Analysis for raw materials, and their purpose
- Product Information Forms (PIFs), their layout and content
- typical analytical tests and checks to determine quality of raw materials, including observation, smell and rapid tests
- range of actions to take in response to out-of-specification materials, including reporting issues to supervisor, rejecting delivery, quarantining materials
- contamination risks and controls, including cross-contamination risks, product compatibility and storage requirements
- common microbiological, physical, chemical and allergen hazards related to raw materials handled in the work area, including the types of hazards likely to occur, the conditions under which they occur, possible consequences, and control methods to prevent occurrence

- storage requirements to ensure quality of raw material is maintained, including the effects of temperature, moisture, contamination from other materials, allergen management, pest control
- safe work practices to handle raw materials, relevant to job role
- procedures to record traceability
- safe work requirements relevant to the job role.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
 - a food processing/food storage workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - personal protective equipment
 - raw materials for delivery
 - manual handling equipment
 - storage facilities
 - cleaning materials and equipment
- specifications:
 - work procedures, including advice on safe work practices, food safety, quality and environmental requirements
 - recording requirements and procedures
- relationships:
 - supervisor.

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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