



Australian Government

Assessment Requirements for FBPPHM3017 Coordinate a label store

Release: 1

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Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

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

There must be evidence that the individual has coordinated at least one label store, including:

- followed receipt procedures to receive, count and store labels
- accessed the production schedule to identify label requirements
- tested accuracy of label counting machines and recorded results
- verified that label information meets batch type, including setting up and using label counting equipment
- removed and accounted for damaged labels, or other non-conforming labels
- selected and issued labels to meet batch and documentation requirements
- received labels that have been issued and returned from production
- conducted reconciliations of labels received and issued including back-up verification
- maintained security of label store
- maintained a clean and hazard free work area
- operated label coding and printing equipment according to workplace procedures
- completed records according to workplace requirements.

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:

- system of label control, including purposes and procedures for receiving, issuing and reconciling labels and verifying label management
- Good Manufacturing Practice (GMP) requirements and workplace procedures relating to label management
- purposes and requirements of security procedures and responsibilities
- types of labels received and issued and the significance of codes
- consequences of issuing incorrect labels

- procedures for setting up, testing and operating label store equipment, including label counting equipment
- corrective action required if a discrepancy is identified
- workplace procedures and responsibility for recording and reporting information
- workplace procedures for label coding and printing equipment.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a pharmaceutical manufacturing workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - label management system and procedures
 - labels and label counting equipment
 - label printing equipment and consumables
 - record keeping systems
- specifications:
 - batch instructions
 - documentation and workplace procedures about recording requirements
 - workplace procedures relating to coordinating a label store and label management that comply with GMP requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4>