



Australian Government

Department of Education, Employment and Workplace Relations

FDFZPKPP2A Operate a packaging process

Release: 1

FDFZPKPP2A Operate a packaging process

Modification History

Not applicable.

Unit Descriptor

This is a Specialist unit. It covers the skills and knowledge required to set up, operate, adjust and shut down a packaging process or sub-system. This unit is generic and should be customised for a given process. It should only be selected where no specific packaging unit is available.

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Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

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Element	Performance Criteria
1 Prepare the equipment and process for operation	1.1 Packaging components/consumables, materials and items to be packaged are confirmed and available to meet operating requirements 1.2 Cleaning and maintenance requirements and status are identified and confirmed 1.3 Machine components and related attachments are fitted and adjusted to meet operating requirements 1.4 Operating parameters are entered as required to meet safety and production requirements 1.5 Materials, product and packaging components/consumables are loaded or positioned as required to meet packaging requirements 1.6 Equipment performance is checked and adjusted as required 1.7 Pre-start checks are carried out as required by workplace requirements
2 Operate and monitor the process	2.1 The process is started and operated according to workplace procedures 2.2 Equipment is monitored to identify variation in operating conditions 2.3 Variation in equipment operation is identified and maintenance requirements are reported according to workplace reporting requirements 2.4 The process is monitored to confirm that specifications are met 2.5 Out-of-specification process outcomes are identified, rectified and/or reported to maintain the process within specification 2.6 The workplace meets housekeeping standards

- 2.7 Workplace records are maintained according to workplace recording requirements
- 3 Shut down the process
 - 3.1 The appropriate shutdown procedure is identified
 - 3.2 The process is shut down according to workplace procedures
 - 3.3 Maintenance requirements are identified and reported according to workplace reporting requirements

Required Skills and Knowledge

Not applicable.

Evidence Guide

The assessment process must address all of the following items of evidence.

Ability to:

1. Access workplace information to identify packaging requirements
2. Select, fit and use personal protective clothing and/or equipment
3. Confirm supply of necessary packaging components/consumables, materials and services
4. Conduct pre-start checks. This may involve inspecting equipment condition to identify any signs of wear, setting coders and printers, selecting appropriate equipment settings and/or related parameters, cancelling isolation or lockouts as required, confirming that equipment is clean, correctly configured for packaging requirements, sensors and controls are correctly positioned, any scheduled maintenance has been completed, and all safety guards are in place and operational
5. Start, operate, monitor and adjust packaging equipment to achieve required outcomes. This may include loading packaging components/consumables and/or product, monitoring control points such as weights, codes, placement, glue temperatures, alignment and appearance, configuration and seal integrity as required to confirm process remains within specification
6. Monitor supply and flow of materials to and from the process
7. Take corrective action in response to out-of-specification results
8. Respond to and/or report equipment failure within level of responsibility
9. Locate emergency stop functions on equipment
10. Follow 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
11. Demonstrate batch/process changeovers
12. Complete workplace records as required
13. Maintain work area to meet housekeeping standards

May include ability to:

14. Use process control systems
15. Integrity testing of packaging
16. Carry out routine maintenance
17. Clean and sanitize equipment

Knowledge of:

18. Purpose and basic principles of the packaging process. This includes an understanding of 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
19. Product and packaging coding requirements and related legal requirements including product weight
20. Basic operating principles of equipment. This may include an operational understanding of main equipment components, status and purpose of guards, equipment operating capacities and applications and the purpose and location of sensors and related feedback instrumentation. It also includes knowledge of services required and action to take if services are not available
21. The flow of processes supplying the packaging process and the effect of outputs on downstream processes
22. Quality characteristics required of the packaging process. This may include an understanding of the seal integrity requirements

23. Effect of variation in inputs which may include packaging components/consumables, materials and/or services, on process performance
 24. Operating requirements and parameters and corrective action required where operation is outside specified operating parameters. This includes an understanding of restart procedures following a crash or jam up
 25. Typical equipment faults and related causes. This includes recognition of signs and symptoms of faulty equipment and early warning signs of potential problems
 26. Methods used to monitor the packaging process. This may include visual inspecting, measuring and testing as required by the process. It requires awareness of inspection or test points (control points) in the process and the related procedures and recording requirements
 27. Contamination/food safety risks related to stages in the packaging process and related control measures
 28. Common causes of variation and corrective action required
 29. OHS hazards and controls
 30. Requirements of different shut downs as appropriate to the packaging process. This includes emergency and routine shutdowns and procedures to follow in the event of a power outage. This may involve conducting basic equipment referencing
 31. Product/packaging changeover procedures and responsibilities
 32. Isolation, lock out and tag out procedures and responsibilities
 33. Procedures and responsibility for reporting production and performance information
 34. Environmental issues and controls relevant to the process. This includes waste/rework collection and handling procedures related to the process
- May include knowledge of:
35. Basic operating principles of process control where relevant. This includes the relationship between control panels and systems and the physical equipment
 36. Routine maintenance procedures
 37. Packaging integrity testing
 38. Cleaning and sanitation procedures

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6. Monitor supply and flow of materials to and from the process
7. Take corrective action in response to out-of-specification results
8. Respond to and/or report equipment failure within level of responsibility
9. Locate emergency stop functions on equipment

10. Follow 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

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Range Statement

The range statement indicates the context for demonstrating competence. This statement is a guide and unless otherwise indicated, items may or may not apply as required by the work context.

- Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements and industrial awards and agreements
- Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to this industry includes labelling, weights and measures legislation and legislation covering food safety, environmental management, occupational health and safety, anti-discrimination and equal opportunity. When applied to the pharmaceutical industry, relevant GMP codes apply in place of the Australian Food Standards Code and reference to food safety is replaced by GMP

- Workplace information may include Standard Operating Procedures (SOPs), specifications, production schedules and instructions, manufacturers' advice, standard forms and reports

- A packaging process may relate to primary and/or secondary packaging activities. It typically requires the operation of a series of related items of equipment to achieve the required outcome. Where a single item of packaging equipment is operated, refer to the unit

FDFZPRBE1A Operate basic equipment

- Typical equipment that may form a packaging sub-system includes conveyor systems, filling, sealing, wrapping, thermo-form equipment, case packers, bundlers, ink jet coders, labellers, palletisers, shrink wrappers and strappers

- Packaging may include vacuum packing and Modified Atmosphere Packaging (MAP)

- Operators carry out changeovers within workplace arrangements and the relevant changeover procedures should be used to customise the details of this unit. Where more detailed changeovers are carried out, also refer to **FDFOPTCRM2 A Conduct routine maintenance**

- Shut down procedures may include cleaning. In some cases cleaning may be carried out by a dedicated cleaning crew

- Operation of equipment and processes may require the use of process control panels and systems

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Unit Sector(s)

Not applicable.