



Australian Government

Department of Education, Employment and Workplace Relations

FDFBP2011A Operate the palletising process

Release: 2

FDFBP2011A Operate the palletising process

Modification History

This unit supersedes and is equivalent to FDFBPPALA Operate the palletising process.
April 2012: Minor typographical corrections.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to set up, operate and shut down a range of semi-automated and automated bottling and packaging equipment involved in the palletising process
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Application of the Unit

Application of the unit	This unit has application in a wine operations bottling and packing environment. It typically targets the worker responsible for applying basic operating principles to the operation and monitoring of a palletising process and associated equipment.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare to operate palletising equipment	1.1 Product and materials are confirmed and available to meet palletising requirements 1.2 Product and materials are prepared to meet palletising requirements 1.3 Services are confirmed as available and ready for operation 1.4 Palletising equipment is prepared and checked to confirm readiness for use 1.5 Equipment is set to meet palletising requirements
2. Operate and monitor the palletising process	2.1 Palletising equipment is started up according to workplace procedures 2.2 Control points are monitored to confirm performance is maintained within specification 2.3 Product is palletised according to specification 2.4 Palletising equipment is monitored to confirm operating condition 2.5 Out-of-specification end product, process and equipment performance is identified, rectified and/or reported
3. Shut down the palletising process	3.1 Palletising equipment is shut down according to workplace procedures 3.2 Palletising equipment is prepared for cleaning 3.3 Waste generated by both the process and cleaning procedures is collected, treated and disposed of, or recycled according to workplace procedures 3.4 Work is conducted in accordance with workplace environmental guidelines
4. Record information	4.1 Workplace information is recorded in appropriate format

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills include:

Note: The following required skills should be applied as appropriate to the equipment and processes that are used in the particular winery or workplace.

Ability to:

- access workplace information to identify palletising requirements
- select, fit and use appropriate personal protective clothing and/or equipment
- confirm supply of necessary materials and services. This may include:
 - checking cartons meet specifications
 - confirming compressed air, power and vacuum are available to equipment
- liaise with other work areas which may include:
 - maintenance personnel
 - quality assurance personnel
 - materials supply
 - cellar
 - bottle supply operators
 - filling operators
 - bottle sealing operators
 - bottle capsuling operators
 - labelling operators
- confirm equipment status and condition. This may include completing a test run, making minor adjustments as required and confirming that:
 - cleaning and sanitation processes are completed
 - vacuum is operational
 - pallet pattern is set to specifications
 - slip sheets for export are available
 - plastic shrink wrapper is loaded and operational
 - pallet identification equipment is operational
 - sufficient and correct pallets are available
 - carton turning equipment is operational
 - pallet tacking hot glue is operational
 - infeed guides and gates are operational
- set up and start up the process
- monitor the process and equipment operation to identify out-of-specification results or non-compliance. This can involve monitoring:
 - compressed air pressure
 - vacuum
 - the ongoing quality and appearance of stacked pallets
 - cartons are going onto stripping plate according to set pattern
 - the ongoing quality and appearance of shrink wrapping
 - the ongoing quality and appearance of pallet identification
 - the ongoing quality and appearance of pallets and slip sheets
 - stacks are square on pallets
- monitor supply and flow of product and materials to and from the process
- take corrective action in response to out-of-specification results or non-compliance

- report and/or record corrective action as instructed
- sort, collect, treat, recycle or dispose of waste
- shut down equipment in response to an emergency situation
- shut down equipment in response to routine shutdown requirements. This may include removing product or consumables from the line.
- prepare equipment for cleaning. This may involve draining and/or dismantling equipment, and removing waste either manually or by rinsing, in preparation for cleaning and sanitation
- record workplace information
- maintain work area to meet housekeeping standards
- clean and sanitise equipment according to enterprise procedures
- take samples according to enterprise procedures
- conduct tests according to enterprise procedures
- carry out routine maintenance according to enterprise procedures
- handle spirits according to enterprise procedures
- identify, rectify and/or report environmental non-compliance according to enterprise procedures
- use oral communication skills/language to fulfil the job role as specified by the organisation, including questioning, active listening, asking for clarification and seeking advice from supervisor
- work cooperatively within a culturally diverse workforce

Required knowledge includes:

Note: The following required knowledge should be applied as appropriate to the equipment and processes that are used in the particular winery or workplace.

Knowledge of:

- purpose and principles of palletising equipment
- key features of palletising equipment and components
- links to related processes
- stages and changes which occur during the process
- effect of process stages on end product
- quality characteristics and uses of end product
- effect of product and materials on process outcomes
- emergency and troubleshooting procedures
- process specification, procedures and operating parameters
- equipment and instrumentation components, purpose and operation
- basic operating principles of process control systems where relevant
- services required
- significance and methods of monitoring control points
- common causes of variation and corrective action required
- Occupational Health and Safety (OHS) hazards and controls
- routine maintenance requirements

- lock-out and tag-out procedures
- procedures and responsibility for reporting problems
- environmental issues and controls
- shutdown sequence
- shutdown and cleaning requirements associated with changeovers and types of shutdown
- collection, treatment and handling requirement for waste generated by process and cleaning operation
- recording requirements and procedures
- cleaning and sanitation procedures where relevant
- sampling procedures where relevant
- testing procedures where relevant
- routine maintenance procedures where relevant
- spirit handling requirements and procedures where relevant

Evidence Guide

EVIDENCE GUIDE	
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	Assessment must be carried out in a manner that recognises the cultural and literacy requirements of the assessee and is appropriate to the work performed. Competence in this unit must be achieved in accordance with food safety standards and regulations.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of ability to: • conduct pre-start checks on machinery used for palletising • start, operate, monitor and adjust process equipment to achieve required quality outcomes • take corrective action in response to typical faults and inconsistencies • complete workplace records as required • apply safe work practices and identify OHS hazards and controls • safely shut down equipment.
Context of and specific resources for	Assessment must occur in a real or simulated workplace

EVIDENCE GUIDE	
assessment	where the assessee has access to: • personal protective clothing and equipment as required • work procedures, including advice on company practices, safe work practices, food safety, quality and environmental requirements • instructions, information, specifications and schedules as required • equipment, services and corresponding information as required • products and materials as required • internal and external customers and suppliers as required • cleaning procedures, materials and equipment as required • documentation and recording requirements and procedures.
Method of assessment	This unit should be assessed together with other units of competency relevant to the function or work role.
Guidance information for assessment	To ensure consistency in one's performance, competence should be demonstrated on more than one occasion over a period of time in order to cover a variety of circumstances, cases and responsibilities, and where possible, over a number of assessment activities.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
Policies and procedures	Work is carried out in accordance with workplace procedures, licensing requirements and legislative requirements
Workplace information	Workplace information can include:

RANGE STATEMENT	
	• Standard Operating Procedures (SOPs) • specifications • production schedules or instructions • work notes • Material Safety Data Sheets (MSDS) • manufacturer instructions • verbal direction from manager, supervisor or senior operator
Equipment	Equipment may include a range of palletising machinery, such as: • slip sheet dispenser • plastic shrink and stretch wrap • pallet tacking hot glue • pallet identification (e.g. barcodes and export requirements)
Products and materials	Products and materials may include: • cartons of bottles or softpacks (any size) for still wine, sparkling wine, fortified wine, spirits and related drink products • slip sheets • plastic shrink and stretch wrap • labels
Equipment status	Confirming equipment status involves: • checking that hygiene and sanitation standards, safety standards and pre-start requirements are met and that equipment is operational • checking operation or calibration of measuring instrumentation
Services	Services may include: • power • compressed air • vacuum
Monitoring the process	Monitoring the process may involve: • the use of production data, such as performance control charts
Process operation and monitoring functions	Process operation and monitoring functions may be: • manual or involve the use of a process control system

RANGE STATEMENT	
Control points	Control points refer to those key points in a work process that must be monitored and controlled. These include: • food safety (critical) • quality and regulatory control points • inspection points
Information systems	Information systems may be: • print or screen based

Unit Sector(s)

Unit sector	Wine operations
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Custom Content Section

Not applicable.