



Australian Government

Department of Education, Employment and Workplace Relations

FDFOP1004A Prepare basic mixes

Revision Number: 1

FDFOP1004A Prepare basic mixes

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the skills and knowledge required to combine ingredients and additives in the correct quantities and to operate mixing and blending equipment to prepare basic mixes.
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Application of the Unit

Application of the unit	This unit has application in a variety of food processing operations. It typically targets the production worker responsible for applying basic operating principles to the operation and monitoring of mixing equipment. Basic mixes include mixes made using pre-mix ingredients and/or where the knowledge of ingredient sequencing and ingredient characteristics is minimal. Where a detailed understanding of ingredient addition methods and sequencing is required it may be more appropriate to use FDFOP2028A Operate a mixing or blending process
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

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.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for mixing/blending	1.1. Materials are confirmed and available to meet production requirements 1.2. Cleaning requirements and status are identified and confirmed 1.3. Processing/operating parameters for mixing/blending are entered as required to meet production requirements 1.4. Equipment performance is checked and adjusted as required 1.5. Pre-start checks are carried out as required by workplace requirements
2. Operate and monitor the mixing/blending process	2.1. Ingredients are delivered to the mixer in the required quantities to meet recipe specifications 2.2. The mixing/blending process is started and operated according to workplace procedures 2.3. Equipment is monitored to identify variation in operating conditions 2.4. Variation in equipment operation is identified and maintenance requirements are reported according to workplace reporting requirements 2.5. The mixing process is monitored to confirm that specifications are met 2.6. Out-of-specification product/process outcomes are identified, rectified and/or reported to maintain the process within specification 2.7. The work area is maintained according to housekeeping standards 2.8. Work is conducted in accordance with workplace environmental guidelines
3. Shut down the mixing/blending 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

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Ability to:

- access workplace information to identify mixing/blending requirements
- select, fit and use personal protective clothing and/or equipment
- confirm supply of necessary materials and services
- conduct pre-start checks, such as inspecting equipment condition to identify any signs of wear, selecting appropriate settings and/or related parameters, cancelling isolation or lockouts as required, and confirming that equipment is clean, correctly configured for processing requirements and that all safety guards are in place and operational
- add/load materials in correct quantities and sequence (this typically involves manual addition)
- start and monitor the batching/mixing process to achieve required outcomes, including monitoring control points and conducting inspections as required to confirm process remains within specification
- monitor supply and flow of ingredients to and from the batching/mixing process, such as visually inspecting quality of ingredients
- pace mixing/blending to meet production requirements
- take corrective action in response to out-of-specification results
- respond to and/or report equipment failure within level of responsibility
- locate emergency stop functions on equipment
- follow procedures to shut down and clean equipment within level of responsibility
- complete workplace records as required
- maintain work area to meet housekeeping standards
- use simple process control screens according to enterprise procedures
- use oral communication skills/language competence 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

Knowledge of:

- basic operating principles of equipment used, such as main equipment components, status and purpose of guards, emergency stop, isolation and lockout controls,; equipment operating capacities and applications
- services required and action to take if services are not available
- the flow of the mixing process and the effect of mix preparation on downstream

REQUIRED SKILLS AND KNOWLEDGE

- processes
- ingredient handling requirements and shelf-life/coding
- quality characteristics required of ingredients used
- required attributes of the mixed/blended output, such as visual appearance of the mix
- the effect of the mixing/blending parameters, such as length of mix time on mixing outcome
- contamination/food safety risks associated with the process and related control measures, including product compatibility and cross-contamination risks, and associated cleaning requirements
- operating requirements and parameters and corrective action required where operation is outside specified operating parameters, such as reporting to appropriate personnel
- procedures and responsibility for reporting production and performance information
- occupational health and safety (OHS) hazards and controls
- shutdown and cleaning procedures, including isolation, lock out and tag out procedures and responsibilities
- environmental issues and controls, including waste/rework collection and handling procedures related to the process
- cleaning and sanitation 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:

- prepare and apply ingredients according to mixing procedures
- conduct pre-start checks on equipment used for mixing
- 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
- apply food safety procedures.

Context of and specific resources for assessment

Assessment must occur in a real or simulated workplace where the assessee has access to:

- personal protective clothing and equipment
- work procedures, including advice on safe work practices, food safety, quality and environmental requirements
- information on equipment capacity and operating parameters
- production schedule/batch/recipe instructions
- specifications, control points and processing parameters
- mixing/blending process equipment, services and related storage facilities as required
- ingredients and additives required for the mixing/blending process
- sampling schedules and test procedures and equipment as required

EVIDENCE GUIDE	
	• cleaning procedures, materials and equipment as required • items of equipment to be operated and relevant materials, consumables and services • workplace records as required • cleaning procedures, materials and equipment as required.
Method of assessment	This unit should be assessed together with core units and other units of competency relevant to the function or work role. Examples could be: • FDFOP2004A Clean and sanitise equipment.
Guidance information for assessment	To ensure consistency in one's performance, competency 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 according to company policies and procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements
Legislative requirements	Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to this industry includes: - the Food Standards Code, including labelling, weights and measures legislation - legislation covering food safety, environmental management, OHS, anti-discrimination and equal opportunity
Workplace information	Workplace information may include: - standard operating procedures (SOPs) - Specifications - production schedules and instructions - manufacturers' advice - standard forms and reports
Mixing/blending equipment	Mixing/blending equipment may include: - measuring and weighing equipment, such as scales, load cells, dosing equipment, mixers, pumps, and agitators Common mixer types include: - ribbon and vertical screw mixers/conveyors
Materials	Materials may include: bulk and non-bulk ingredients and additives
Ingredient addition	Ingredient addition is typically manual
Operation of equipment and processes	Operation of equipment and processes may require:

RANGE STATEMENT	
	the use of simple process control panels
Services	Services are appropriate to the process to be operated. Typical examples include: - power - compressed and instrumentation air
Shutdown procedures	Shutdown procedures may include: cleaning (in some cases cleaning may be carried out by a dedicated cleaning crew)

Unit Sector(s)

Unit sector	Operational
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		