



Australian Government

Department of Education, Employment and Workplace Relations

FDFOP2009A Load and unload tankers

Revision Number: 1

FDFOP2009A Load and unload tankers

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the skills and knowledge required to prepare, load and unload transport tankers with bulk product.
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Application of the Unit

Application of the unit	Where product is transferred between storage areas and/or production facilities and does not involve tankers, refer to FDFOP2006A Operate a bulk dry goods transfer process and/or FDFOP2008A Operate a bulk liquid transfer 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 transport tankers for loading	1.1. The loading schedule is checked to confirm loading requirements 1.2. Tankers are fit for purpose and meet cleaning requirements 1.3. Transfer equipment is fit for purpose and in operational condition 1.4. Transfer equipment settings and operating parameters are selected to meet safety and loading requirements 1.5. Bulk materials are located to confirm type, quantity available and clearance for loading 1.6. Priorities for loading are established to meet delivery requirements
2. Prepare to unload transport tankers	2.1. Receipts documentation is checked to confirm material type and quantities 2.2. Materials are cleared for unloading 2.3. Bulk storage locations, holdings and capacities are identified 2.4. Actual to recorded holding levels are confirmed 2.5. Transfer equipment is fit for purpose and in operational condition 2.6. Priorities for unloading are established to meet delivery requirements
3. Operate and monitor the tanker loading/unloading process	3.1. The tanker loading process is started and operated according to workplace procedures 3.2. Equipment is monitored to confirm load transfer to correct tanker in correct quantities 3.3. Variation in equipment operation is identified and maintenance requirements are reported according to workplace reporting requirements 3.4. The workplace meets housekeeping standards 3.5. Work is conducted in accordance with workplace environmental guidelines 3.6. Workplace records are maintained according to workplace recording requirements
4. Complete loading operations	4.1. Equipment settings are selected to complete loading operation 4.2. In-flight product is purged from lines 4.3. Equipment is cleaned and prepared for further

ELEMENT	PERFORMANCE CRITERIA
	loading 4.4.Information on the loading operation is recorded according to workplace reporting requirements 4.5.Maintenance requirements are identified and reported according to workplace reporting requirements

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 relating to loading/unloading requirements
- select, fit and use personal protective clothing and/or equipment
- inspect loading/unloading equipment for signs of wear, such as visual inspections to detect leaks, listening for unusual noises and/or vibrations in pumps, and checking gauges and meters
- confirm that tankers are in a suitable condition for loading, such as checking cleaning records and confirming that any scheduled maintenance has been carried out (where product is temperature controlled, it includes confirming capacity of vehicle to meet temperature control requirements)
- check receivals/despatch documentation to confirm material types, quantities and transfer requirements
- confirm that bulk product/materials meet quality requirements for loading/unloading, such as conducting tests or getting clearance documentation from laboratory/quality personnel
- use workplace records and systems to:
 - confirm storage holdings and capacities
 - determine appropriate source/destination for loads (this typically involves use of computer-based systems), and where required, verifying by physically inspecting storage facilities and checking materials/product compatibility
- plan and sequence loading/unloading to meet delivery, requirements/storage capacity and production requirements as appropriate
- liaise with drivers to confirm loading requirements
- prepare transfer equipment for use, such as confirming that equipment is clean, lines are purged, isolation or lockouts are cancelled as required, any scheduled maintenance has been completed
- operate and monitor the loading/unloading process to confirm that correct quantities are transferred at the required times, to the required locations, such as monitoring pump loads, flow rates and filter/strainer condition
- respond to and/or report equipment failure within level of responsibility
- locate emergency stop functions on equipment
- complete transfer operations, such as purging lines and selecting appropriate equipment/system settings
- complete records of product/materials transfer as required
- maintain work area to meet housekeeping standards
- use process control and scheduling systems, screens and panels according to enterprise procedures

REQUIRED SKILLS AND KNOWLEDGE

- take and record product/materials samples and conduct tests according to enterprise procedures
- conduct routine maintenance according to enterprise procedures
- clean transfer equipment (this may require entry to confined spaces, and where this is the case, appropriate certification requirements must also be met)
- 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:

- bulk storage facilities layout and related management systems
- basic operating principles of the system and equipment used, including the features of the tanker loading/unloading and materials transfer systems
- equipment used, such as sensors, valves, pumps, pipework and other related equipment that controls the flow and transfer of bulk materials, equipment operating capacity and the status and purpose of guards
- tanker types and capacities
- planning and scheduling systems and responsibilities to prioritise loading and unloading processes, including the characteristics of materials received and related storage requirements, production requirements and storage capacities
- signs and symptoms of faulty equipment and early warning signs of potential problems
- operating parameters and corrective action required where operation is outside specified operating parameters
- product inspection and procedures within level of responsibility
- clearance procedures, such as relevant test methods and action required if results are not within specification or clearance is not provided
- occupational health and safety (OHS) hazards and controls, including emergency procedures to respond to hazardous situations, such as spills
- contamination risks and controls, including cross-contamination risks, product compatibility and storage requirements
- isolation, lock out and tag out procedures and responsibilities
- environmental issues associated with bulk liquid materials transfer, including consequences of spills and appropriate control/containment procedures
- recording requirements and procedures, such as related receivals and despatch documentation
- basic operating principles of process control, where relevant, including the relationship between control panels and systems and the physical equipment
- sampling and test procedures
- routine maintenance procedures where relevant

REQUIRED SKILLS AND KNOWLEDGE

- pressurisation process and related equipment procedures where relevant
- cleaning 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:

- confirm loading requirements
- conduct pre-start checks on equipment used for loading
- ensure readiness of bulk product
- start, operate, monitor and adjust process 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
- apply food safety procedures
- clean equipment.

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 and tanker types and capacities
- loading/unloading schedules and related receipts and/or despatch documentation
- tankers, storage facilities, materials transfer equipment and related equipment and services
- materials for loading/unloading
- sampling and test equipment as required
- cleaning procedures, materials and equipment as required

EVIDENCE GUIDE	
	• loading/unloading information recording system and procedures.
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: • FDFOP2003A Clean equipment in place • FDFOP2004A Clean and sanitise equipment • FDFOP2011A Conduct routine maintenance • FDFOP2013A Apply sampling procedures • FDFOP2030A Operate a process control interface • MSL973001A Perform basic tests.
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
Equipment	Equipment may include: - bulk storage facilities/tanks - filters - pumps - manifolds - hoses - pipework - valves - strainers/filters - booms - gauges and meters Related processes/equipment may include: - pasteurising units

RANGE STATEMENT	
Tankers	Tankers may be: • heated or unheated • pressurised or unpressurised • single or multi-compartment
Operation of equipment and processes	Operation of equipment and processes may require: • the use of process control panels and systems

Unit Sector(s)

Unit sector	Operational
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		