



Australian Government

FDFOP2013A Apply sampling procedures

Revision Number: 1

FDFOP2013A Apply sampling procedures

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the skills and knowledge required to understand the requirements of sampling plans, and to collect and transfer samples to retain sample integrity.
------------------------	--

Application of the Unit

Application of the unit	This unit has application in a food production environment. Operators requiring this competency would typically be required to follow specific sampling procedures, such as aseptic sampling. When applied to the pharmaceutical industry, relevant Good Manufacturing Practice (GMP) codes apply and reference to food safety is replaced by GMP.
--------------------------------	--

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
-----------------------------	--

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 for sampling	1.1. Sampling requirements are identified in accordance with the sampling plan 1.2. Sampling equipment, containers and labels are prepared
2. Collect samples	2.1. Samples are collected according to sampling procedures and the requirements of the sampling plan 2.2. Samples are handled and prepared to preserve sample and source integrity 2.3. Defects or abnormalities in source material and/or sample are identified and reported 2.4. Sample information is recorded according to workplace sample recording requirements 2.5. The work area is maintained according to housekeeping standards 2.6. Work is conducted in accordance with workplace environmental guidelines

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Ability to:

- access and interpret sampling plan to identify sampling requirements
- select, fit and use personal protective clothing and/or equipment
- prepare for sampling to ensure required tools, containers and labels are available
- follow sampling procedures and the sampling plan to collect samples from the points, in the quantities and at the times specified
- identify atypical source materials and/or samples and take corrective action, such as reporting abnormalities, repeating sample collection and/or following intensive sampling schedules as required
- complete sample records according to workplace requirements, such as labelling samples as required
- transfer samples for testing
- maintain work area to meet housekeeping standards
- prepare samples 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 sampling principles, including the importance of following the sampling plan to obtain representative sampling reflecting characteristics of source material, the sample characteristics and related preservation, handling and storage requirements, and the labelling system purpose and requirements
- tests to be conducted on samples and related handling and preparation requirements and responsibilities
- characteristics of materials sampled and common contaminants and related conditions under which contamination is likely to occur
- sampling techniques relevant to samples collected, such as sterilisation methods and procedures
- the relationship between sampling, testing and production processes, including different sampling regimes that may apply in response to non-standard conditions or after corrective action is taken to adjust production outputs
- procedures and responsibility for reporting and recording sampling information, such as legislative requirements

REQUIRED SKILLS AND KNOWLEDGE

- procedures for preparing samples 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 equipment used for collecting and handling samples • collect, handle and store samples according to sampling requirements and standards • take corrective action in response to typical defects and inconsistencies • complete workplace records as required • apply safe work practices and identify OHS hazards and controls • 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: • sampling plan • documentation, including specifications, work instruction and other advice on sampling requirements • recording and reporting system • sampling instrumentation and containers as required • product/source material to be sampled.
Method of assessment	This unit should be assessed together with core units and other units of competency relevant to the function or work role. Example could be: • 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
Workplace information	Workplace information may include: • standard operating procedures (SOPs) • specifications • production schedules and instructions • manufacturers' advice • sampling plans
Sampling requirements	Sampling requirements include: • sampling under standard conditions • sampling after processes are adjusted in response to variation or non-conformance
Sampling	Sampling typically occurs at a number of points and using a range of techniques
Maintenance of sample integrity	Maintenance of sample integrity may be achieved by: • use of appropriate personal protective clothing • use of clean sampling tools and containers (sterilised tools/containers for aseptic sampling) • temperature control • addition of preservatives as required
Sampling techniques	Sampling techniques may include: • sub-sampling

Unit Sector(s)

Unit sector	Operational
--------------------	-------------

Competency field

Competency field	
-------------------------	--

Co-requisite units

Co-requisite units		