



Australian Government

Department of Education, Employment and Workplace Relations

FDFOP2018A Operate a case packing process

Revision Number: 1

FDFOP2018A Operate a case packing process

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the skills and knowledge required to set up, operate, adjust and shut down a secondary packaging process used to form trays or boxes, load and position product and seal the package.
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Application of the Unit

Application of the unit	This unit has application in a food processing packing environment. It typically targets the worker responsible for applying basic operating principles to the operation and monitoring of a case packing process and associated equipment. Case packers may be configured as side loading, wrap around, drop or pick and place packers. When batch or product changeover procedures are part of this work process, the procedures should be used to customise the application of this unit. Where more detailed changeovers are carried out, FDFOP2011A Conduct routine maintenance, should be considered.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

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 the case packing equipment and process for operation	1.1. Packaged product and packaging components/consumables are confirmed and available to meet production requirements 1.2. Pre-start checks are carried out on process and related equipment to confirm readiness for use 1.3. Packaging components/consumables are loaded/positioned to meet requirements 1.4. Parameters are set to meet safety and packaging requirements
2. Operate and monitor the case packing 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. Packaging quality and packaging appearance are 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 work area is maintained according to housekeeping standards 2.7. Work is conducted in accordance with workplace environmental guidelines 2.8. Workplace records are maintained according to workplace recording requirements
3. Shut down the case packing 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 casepacking requirements
- select, fit and use personal protective clothing and/or equipment
- confirm supply of necessary packaging components/consumables, including boxes/cartons and related consumables
- inspect the quality of packaging components/consumables to confirm that standards are met
- conduct pre-start checks, such as inspecting equipment condition to identify any signs of wear, selecting appropriate settings and/or related parameters to suit product type, cancelling isolation or lockouts as required, confirming that equipment is clean and correctly configured for packaging requirements, loading packaging components/consumables, positioning electronic eyes and sensors correctly, ensuring all safety guards are in place and operational, and confirming coders are correctly set for date and product requirements
- start, operate, monitor and adjust pick and place equipment to achieve required outcomes, including monitoring control points and conducting inspections as required to confirm process remains within specification, such as:
 - box formation
 - alignment, placement and quantity of units packed
 - operation of suction cups
 - operation of related equipment (e.g. box closers and sealers)
 - operation of ink jet coders to confirm correct code and clarity/legibility
- demonstrate procedure to reference or align equipment against setup parameters
- demonstrate product/packaging changeovers
- monitor flow of product to the process and packaged goods from the process
- 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 isolation and lock out/tag out procedures as required to take casepacking process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- prepare equipment for cleaning
- complete workplace records as required
- maintain work area to meet housekeeping standards
- use process control systems according to enterprise procedures
- clean and sanitise equipment according to enterprise procedures

REQUIRED SKILLS AND KNOWLEDGE

- 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:

- purpose and basic principles of secondary packaging, including the requirements of packaging materials used and coding requirements
- basic operating principles of casepacking equipment, including main equipment components, status and purpose of guards, purpose and location of electronic eyes and sensors, equipment operating capacities and applications, and services required for operation of casepackers used in the workplace
- the flow of product to this stage in the packing process and the effect of outputs on downstream processes
- quality characteristics and requirements of outer packaging materials and of the packaged product, including board quality and finished packaged product specifications
- methods used to monitor the process, such as visual inspection of the process and of the quality of the packaged product
- inspection or test points (control points) in the process and the related procedures and recording requirements, and testing gluing or sealing of packages where required
- operating requirements and parameters and corrective action required where operation is outside specified operating parameters, including restart procedures following a crash or jam up
- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
- common causes of variation and corrective action required, including the effect of variation in packaging components/consumables on performance
- contamination/food safety hazards and risks associated with this stage in the packaging process and related control measures
- occupational health and safety (OHS) hazards and controls
- requirements of different shutdowns as appropriate to the process and workplace production requirements, including emergency and routine shutdowns and procedures to follow in the event of a power outage
- isolation, lock out and tag out procedures and responsibilities
- product/packaging changeover procedures
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the packaging process, including waste collection and handling procedures related to the process
- basic operating principles of process control, where relevant, including the

REQUIRED SKILLS AND KNOWLEDGE

- relationship between control panels and systems and the physical equipment
- 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:

- conduct pre-start checks on machinery used for case packing
- 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, stock flow systems and production/packaging schedules
- information on equipment capacity and operating parameters
- specifications, control points and operating parameters
- automated case packers and related equipment and services
- product to be packaged and board and related consumables
- documentation and recording requirements and procedures
- cleaning procedures, materials and equipment as required.

EVIDENCE GUIDE	
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 • FDFOP2030A Operate a process control interface.
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

When applied to the pharmaceutical industry, relevant Good Manufacturing Practice (GMP) codes apply in place of the Australian Food Standards Code and reference to food safety is replaced by GMP

Workplace information

Workplace information may include:

- standard operating procedures (SOPs)
- specifications
- production schedules and instructions
- manufacturers' advice
- standard forms and reports

Case packing process and related equipment

Case packing process and related equipment may include:

- product assembly and indexing systems
- conveyors
- carton/box erectors
- automated product placement equipment
- bundlers
- labellers

RANGE STATEMENT	
	• heat/shrink wrappers • box closers • ink jet coders
Packing configuration	Packing configuration may require: • single or multi-layered indexing
Operation of equipment and processes	Operation of equipment and processes may require: • the use of process control panels and systems
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		