



Australian Government

FDFOP2023A Operate a packaging process

Revision Number: 1

FDFOP2023A Operate a packaging 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 packaging process or sub-system.
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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 packing process and associated equipment. This unit is generic and should be customised for a given process. It should only be selected where no specific packaging unit is available. A packaging process may relate to primary and/or secondary packaging activities. It typically requires the operation of a series of related items of equipment to achieve the required outcome. Where a single item of packaging equipment is operated, refer to FDFOP1005A Operate basic equipment. 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		

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 equipment and process for operation	1.1.Packaging components/consumables, materials and items to be packaged are confirmed and available to meet operating requirements 1.2.Cleaning and maintenance requirements and status are identified and confirmed 1.3.Machine components and related attachments are fitted and adjusted to meet operating requirements 1.4.Operating parameters are entered as required to meet safety and production requirements 1.5.Materials, product and packaging components/consumables are loaded or positioned as required to meet packaging requirements 1.6.Equipment performance is checked and adjusted as required 1.7.Pre-start checks are carried out as required by workplace requirements
2. Operate and monitor the 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.The process is 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 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 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 to identify packaging requirements
- select, fit and use personal protective clothing and/or equipment
- confirm supply of necessary packaging components/consumables, materials and services
- conduct pre-start checks, such as inspecting equipment condition to identify any signs of wear, setting coders and printers, selecting appropriate equipment settings and/or related parameters, cancelling isolation or lockouts as required, confirming that equipment is clean and correctly configured for packaging requirements, positioning sensors and controls correctly, ensuring any scheduled maintenance has been completed, and confirming that all safety guards are in place and operational
- start, operate, monitor and adjust packaging equipment to achieve required outcomes., such as packaging components/consumables and/or product, and monitoring control points (e.g. weights, codes, placement, glue temperatures, alignment and appearance, configuration and seal integrity) as required to confirm process remains within specification
- monitor supply and flow of materials to and 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 packaging equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- demonstrate batch/process changeovers
- complete workplace records as required
- maintain work area to meet housekeeping standards
- use process control systems according to enterprise procedures
- integrity testing of packaging according to enterprise procedures
- carry out routine maintenance according to enterprise procedures
- clean and sanitise equipment 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

REQUIRED SKILLS AND KNOWLEDGE***Knowledge of:***

- purpose and basic principles of the packaging process, including the purpose and characteristics required of packaging materials used and the principles of the packaging process used (where methods involve vacuum or map packaging, it includes an understanding of the effect of modified atmosphere on product shelf-life)
- product and packaging coding requirements and related legal requirements, including product weight
- basic operating principles of equipment, such as main equipment components, status and purpose of guards, equipment operating capacities and applications, and the purpose and location of sensors and related feedback instrumentation
- services required and action to take if services are not available
- the flow of processes supplying the packaging process and the effect of outputs on downstream processes
- quality characteristics required of the packaging process, such as seal integrity requirements
- effect of variation in inputs, such as packaging components/consumables, materials and/or services, on process performance
- 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
- methods used to monitor the packaging process, such as visual inspecting, and measuring and testing as required by the process
- inspection or test points (control points) in the process and the related procedures and recording requirements
- contamination/food safety risks related to stages in the packaging process and related control measures
- common causes of variation and corrective action required
- occupational health and safety (OHS) hazards and controls
- requirements of different shutdowns as appropriate to the packaging process, including emergency and routine shutdowns and procedures to follow in the event of a power outage, and conducting basic equipment referencing where required
- product/packaging changeover procedures and responsibilities
- isolation, lock out and tag out procedures and responsibilities
- procedures and responsibility for reporting production and performance information
- environmental issues and controls relevant to the process, including waste/rework collection and handling procedures related to the process
- basic operating principles of process control, where relevant, including the relationship between control panels and systems and the physical equipment

REQUIRED SKILLS AND KNOWLEDGE

- routine maintenance procedures where relevant
- packaging integrity testing where relevant
- 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 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
- information on equipment capacity and operating parameters
- specifications, control points and operating parameters
- packaging and related equipment and services
- materials to be packaged and packaging components/consumables as required
- sampling schedules and test procedures and equipment as required
- 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 • 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

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

Typical equipment

Typical equipment that may form a packaging sub-system includes:

- conveyor systems
- filling
- sealing
- wrapping
- thermo-form equipment
- case packers

RANGE STATEMENT	
	• bundlers • ink jet coders • labellers • palletisers • shrink wrappers • strappers
Packaging	Packaging may include: • vacuum packing • modified atmosphere packaging (MAP) • blister packaging or over wrapping
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		

