



Australian Government

Department of Education, Employment and Workplace Relations

FDFOP2026A Operate a forming or shaping process

Revision Number: 1

FDFOP2026A Operate a forming or shaping 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 biscuit forming or shaping process.
------------------------	---

Application of the Unit

Application of the unit	This unit has application in a biscuit production environment. It typically targets the production worker responsible for applying basic operating principles to the operation and monitoring of machines and equipment to form and shape biscuit dough. Biscuits may be for human consumption or animal feed. 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.
--------------------------------	---

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 the biscuit forming process for operation	1.1. Materials and ingredients 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. Processing or operating parameters are entered as required to meet safety and production requirements 1.5. Equipment performance is checked and adjusted as required 1.6. Pre-start checks are carried out as required by workplace requirements
2. Operate and monitor the biscuit forming 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 formed product is produced to specification 2.5. Out-of-specification product/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 biscuit forming 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 biscuit forming process requirements
- select, fit and use personal protective clothing and/or equipment
- confirm supply and condition of necessary materials and services, such as transferring and loading dough into hoppers
- confirm condition of dough, such as:
 - dough type matches product specification
 - dough temperature, consistency/texture, moisture level, weight and colour
 - dough standing time
 - dough supply/quantities
- 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 lock outs as required, confirming that related equipment is clean and correctly configured for processing requirements, positioning sensors and controls correctly, ensuring any scheduled maintenance has been carried out, and confirming that all safety guards are in place and operational
- confirm setting selection, such as:
 - setting parameters for process type
 - setting equipment speeds
 - adjusting roller and web settings (as required)
 - adjusting depositing/extrusion settings (as required)
- start, operate, monitor and adjust process equipment to achieve required outcomes, including control points and conducting inspections as required to confirm process remains within specification, such as:
 - biscuit size, shape and thickness
 - biscuit weight
 - dough temperature
- form product to specification, such as conducting a trial run in preparation for production run
- 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
- conduct product/batch changeovers
- locate emergency stop functions on equipment
- shut down equipment in response to an emergency situation

REQUIRED SKILLS AND KNOWLEDGE

- follow isolation and lock out/tag out procedures as required to take process and related equipment off-line in preparation for cleaning and/or maintenance within level of responsibility
- 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
- take samples and conduct tests according to enterprise procedures
- carry out routine maintenance 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:

- purpose and basic principles of biscuit forming
- 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 the biscuit forming process and the effect of outputs on downstream processes
- effect of dough quality on process outcomes
- quality characteristics to be achieved by the process
- quality requirements of materials and effect of variation on process performance
- operating requirements and parameters and corrective action required where operation is outside specified operating parameters, including procedures for incorporating rework dough and procedures for mending webs as required
- 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 production process, such as inspecting, 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 associated with the 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 process and workplace production requirements, including emergency and routine shutdowns and procedures to follow in the event of a power outage

REQUIRED SKILLS AND KNOWLEDGE

- 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
- cleaning and sanitation procedures where relevant
- sampling and testing associated with process monitoring and control where relevant
- routine maintenance 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 biscuit dough forming and shaping
- 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 to work practices.

Context of and specific resources for assessment

Assessment must occur in a real or simulated workplace where 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 and recipe/batch instructions
- specifications, control points and processing parameters
- forming process and related equipment and services
- biscuit dough to be formed
- sampling and testing schedules and procedures, as required
- sampling schedules and test procedures and equipment, as required
- documentation and recording requirements and

EVIDENCE GUIDE	
	procedures • 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: • 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: - depositing, rolling, forming and cutting equipment - manual and automated weighing and measuring equipment - conveying systems
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)

RANGE STATEMENT**Services**

Services may need to be confirmed. These depend on the nature of the process. Typical examples include:

- power
- steam
- water
- vacuum
- compressed and instrumentation air

Unit Sector(s)**Unit sector**

Operational

Competency field**Competency field****Co-requisite units****Co-requisite units**
