



Australian Government

Department of Education, Employment and Workplace Relations

FDFOP2062A Apply work procedures to maintain integrity of product

Revision Number: 1

FDFOP2062A Apply work procedures to maintain integrity of product

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the skills and knowledge required to maintain product integrity in non-human food manufacturing operations.
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Application of the Unit

Application of the unit	This unit has application in a production environment where the products are not intended for human consumption. It targets the knowledge and skills required by an operator to maintain the integrity of input materials and final products during production processes. Note that this unit does not apply to the pharmaceutical industry. Refer to FDFPH1001A Follow work procedures to maintain Good Manufacturing Practice
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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. Identify materials and specifications for work process	1.1. Materials required for work processes are identified 1.2. Specifications and tests required to determine suitability of materials for work processes are identified 1.3. Materials are inspected or tested according to operating procedures 1.4. Work is conducted in accordance with workplace environmental guidelines 1.5. Out-of-specification materials are rejected and reported according to operating procedures
2. Handle materials and products safely	2.1. Handling requirements for input materials and products of work station or process are identified 2.2. Handling of materials and product is carried out according to the occupational health and safety (OHS) requirements of the enterprise 2.3. The workplace is maintained in a clean and tidy order to meet workplace standards and avoid contamination
3. Maintain integrity of product during processing	3.1. Materials and products are protected from contamination and exposure to pests 3.2. Product changeover procedures are followed to avoid cross contamination of products 3.3. Processes and conditions that are not consistent with specifications and safety procedures are identified and corrective action is taken within the level of responsibility 3.4. Access to work area is restricted and monitored during processing according to enterprise procedures
4. Maintain integrity of product post processing	4.1. Visual, metal scanning, and other contamination checks are conducted prior to packing and despatch 4.2. Packing materials are checked for cleanliness and integrity before use 4.3. Product is sealed, packed or despatched from work area according to product and process requirements
5. Comply with personal hygiene standards	5.1. Personal hygiene requirements appropriate to the process, product and workplace are followed 5.2. Clothing and personal protective equipment appropriate to the process, product and workplace are used

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 workplace information on materials and equipment used in production process
- examine production specifications
- identify and inspect materials and equipment
- handle, clean and store equipment, containers, packaging materials and similar items according to the requirements of the work role
- wear and maintain appropriate clothing/footwear as required by work tasks and consistent with production, safety and product integrity requirements
- maintain the work area in a clean and tidy state
- identify and report signs of pest infestation
- 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:

- requirements to maintain integrity of materials and finished products including weight, consistency, sterility where applicable, and conformance to specifications
- potential sources of bacterial, chemical and physical contamination in own workplace
- sources of further advice and assistance in the workplace
- actions required in the event of events that actually or potentially compromise the integrity of products or materials
- storage and handling requirements for ingredients, materials and product used related to work role
- housekeeping requirements and responsibilities relating to own work, including use and storage of housekeeping/cleaning equipment where relevant
- procedures to follow in the event of pest sighting or discovery of infestation

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: • identify the materials used to manufacture products • identify main contamination risks • undertake any specified tests • identify common problems with raw materials in the production process and determine required action • follow correct procedures in the event of risk or non-conformance to specification of materials or products • access and interpret workplace information on raw materials.
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 • materials required for production • specifications, control points and processing parameters • process and related equipment and services, • sampling schedules and test procedures and equipment as required • documentation and recording requirements and procedures • cleaning procedures, materials and equipment as required.
Method of assessment	This unit should be assessed together with core units and

EVIDENCE GUIDE	
	other units of competency relevant to the function or work role.
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 if any are typically reflected in procedures and specifications. Relevant legislation may include: - the Food Standards Code, including labelling, weights and measures legislation - legislation covering feed 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

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Unit Sector(s)

Unit sector	Operational
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		