



Australian Government

Department of Education, Employment and Workplace Relations

FDFOP3004A Operate interrelated processes in a packaging system

Revision Number: 1

FDFOP3004A Operate interrelated processes in a packaging system

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the skills and knowledge required to set up, operate and adjust interrelated processes in a packaging system.
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Application of the Unit

Application of the unit	This unit applies to senior operators who are applying skills and knowledge of the operational requirements of the packaging system for the industry in which it is applied. While the unit does not have specific prerequisites, it is not an entry level unit covering skills and knowledge required for operation of individual items of equipment and individual processes. The unit instead provides the skill and knowledge required for the coordination of multiple processes in a packaging system at an operational level. Where sector-specific senior operator technical skills are required, a relevant sector specific specialist elective unit should be selected. The system will typically involve a series of interrelated processes that must be coordinated and concurrently operated to produce the required outcome. Individual processes may be directly operated, automated and/or operated by others. System operation requires higher level planning and problem solving skills applied to the series of processes than is required when operating an individual unit of equipment or multiple pieces of the same equipment. This unit does not supply skills related to the implementation of lean and competitive manufacturing related skills to improve system performance. Where these skills are required the relevant Manufacturing Skills Australia (MSA) competitive manufacturing elective units should be selected.
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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 packaging system for operation	1.1. Equipment, materials and services are confirmed and available to meet packaging requirements 1.2. Cleaning requirements and equipment status is identified and confirmed 1.3. Machine settings are selected or adjusted as required to meet safety and production requirements 1.4. Operating parameters are entered as required to meet production requirements 1.5. Product and/or packaging components and consumables are loaded or positioned as required to meet packaging requirements 1.6. Pre-start checks are carried out as required by workplace requirements 1.7. Equipment performance is checked and adjusted as required 1.8. Equipment is ready and safe to operate
2. Operate and monitor the packaging system	2.1. The system is started up and operated according to company procedures 2.2. System equipment components are 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 system is monitored to confirm that packaging specifications are met 2.5. Out-of-specification product/packaging 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
3. Hand over packaging system operation	3.1. Workplace records are maintained according to workplace recording requirements 3.2. Handover is carried out according to workplace procedures 3.3. Process operators are aware of system and related equipment status at completion of handover
4. Shut down the	4.1. The appropriate shutdown procedure is identified

ELEMENT	PERFORMANCE CRITERIA
packaging system	4.2. The system is shut down according to workplace procedures 4.3. Maintenance requirements are identified and reported
5. Contribute to continuous improvement of the system	5.1. System performance is reviewed against output plan/targets 5.2. Opportunities for system improvement are identified and investigated 5.3. Proposals for improvement are developed and implemented within company planning arrangements, authority levels and according to company procedures

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Ability to:

- access production/packaging schedule and related information to identify packaging output and operating requirements, such as establishing daily packaging priorities and/or modifying plans to respond to customer requirements
- liaise with relevant work areas to confirm and/or secure necessary materials, services, equipment and labour to meet production requirements
- confirm supply of necessary equipment and related attachments, materials and services
- select, fit and use personal protective clothing and/or equipment
- set and/or adjust equipment to meet packaging requirements, such as inspecting equipment condition to identify any signs of wear, confirming selection of appropriate settings and/or related parameters, ensuring that isolation or lock outs are cancelled as required, confirming that equipment is clean and correctly configured for packaging 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 (checks may be done by the system operator or involve observing/supporting others setting and adjusting equipment and conducting pre-start checks)
- load and/or position product, packaging components and consumables as required
- operate and monitor the packaging system, such as use of a process control system and/or observing/supporting others to follow correct operating procedures
- monitor materials flow and work-in-progress to and from the packaging system
- confirm that the packaging system operates within specified parameters and inspection/control points are monitored
- determine responses to out-of-specification packaging or non-conformance within level of responsibility
- monitor operating efficiencies of the system, including recognition of signs and symptoms of faulty equipment and early warning signs of other potential problems
- investigate, resolve and/or report problems and faults
- plan scheduled events to minimise disruption to production
- conduct/coordinate product/packaging changeovers
- conduct/coordinate shift handovers
- review and maintain procedures to support system improvements
- maintain work area to meet housekeeping standards
- 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

REQUIRED SKILLS AND KNOWLEDGE

- work cooperatively within a culturally diverse workforce

Required knowledge

Knowledge of:

- purpose and basic principles of the packaging system, including the process flow and the interrelationships of each previous processes that can affect packaging outcomes, packaging technology, and packaging equipment components
- basic operating principles of equipment and related accessories used by the system, including equipment adjustment points, status and purpose of guards, and range and location/alignment requirements of sensors and related feedback instruments
- operating capacities of equipment used in the system, such as different types of equipment and/or components as required by processing/packaging operations
- related systems and responsibilities for interaction, such as related production and further packaging/storage stages, services supply, maintenance, laboratory/quality assurance and planning and scheduling
- technical knowledge of product/packaging characteristics and the main factors that impact on shelf-life
- typical packaging related problems, including equipment faults, common causes and warning signs, incorrect or poor supply of materials and finished product, incorrect settings and poor operator control
- relevant procedures, specifications and operating parameters for the system and the individual processes
- isolation, lock out and tag out procedures and responsibilities
- hazards, risks, controls and methods for monitoring processes within the system, including occupational health and safety (OHS), food safety, quality and environmental hazards and risks
- workplace system and approach to equipment maintenance
- process improvement procedures and related consultative arrangements
- troubleshooting procedures and problem solving techniques
- communication responsibilities to inform related work areas/support functions and other shifts of operational status and production issues
- procedures and responsibility for reporting production and performance information

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 packaging system components
- confirm machine set up is ready to achieve packing requirements
- correctly use required personal protective equipment
- start, operate, monitor and adjust process equipment throughout the system to achieve required quality outcomes
- identify system problems and take corrective action
- conduct operational handovers
- shut down system
- identify and investigate opportunities for operational improvements within areas of responsibility
- 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
- production schedule and related advice on system requirements
- information on equipment capacity and operating parameters
- packaging system equipment and related accessories and services
- product, packaging components and consumables as required by the process

EVIDENCE GUIDE	
	• communication and recording systems and procedures.
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: • FDFOP2030A Operate a process control interface • FDFPPL3003A Support and mentor individuals and groups.
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 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 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 - performance records and reports
System operation	A system typically involves a series of interrelated processes that must be coordinated and concurrently operated to produce the required outcome. System operation may involve: coordination of operators of system components
Handovers	Handovers may be done: in person or via recording/communication systems according to workplace arrangements
Operation and monitoring of	Operation and monitoring of equipment and

RANGE STATEMENT	
equipment and system processes	system processes typically requires: the use of 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		