Modification history

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| Release | Comments |
| Release 1 | This version released with FBP Food, Beverage and Pharmaceuticals Training Package version 2.0. |

| FBPCEL2019 | Carry out transfer operations |
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| Application | This unit of competency describes the skills and knowledge required to transfer various types of input and finished products between storage facilities, processing equipment and tankers or shipping containers. It involves the operation and monitoring of pumps, hoses, valves, fixed lines and fittings.  The unit applies to individuals who work in cellar, bottling or distillation environments under general supervision, with limited autonomy and accountability for their own work.  No occupational licensing, legislative or certification requirements apply to this unit at the time of publication. |
| Prerequisite Unit | Nil |
| Unit Sector | Cellar Operations (CEL) - Cellaring |

| Elements | Performance Criteria |
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| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Prepare the transfer process for operation | 1.1 Confirm and clarify work instructions  1.2 Select, fit and use appropriate personal protective clothing and equipment  1.3 Confirm availability and prepare product and materials to meet transfer requirements  1.4 Confirm that services are available and ready for operation  1.5 Check equipment and confirm readiness for use according to workplace procedures  1.7 Set the process to meet transfer requirements and work instructions |
| 2. Operate and monitor the transfer process | 2.1 Start up the transfer operation according to workplace procedure  2.2 Monitor control points to confirm performance is maintained within specification  2.3 Transfer product according to specifications  2.4 Monitor equipment to confirm operating condition  2.5 Identify, rectify and report out-of-specification product, process and equipment performance |
| 3. Shut down the transfer process | 3.1 Shut the process down according to workplace procedure  3.2 Dismantle equipment safely and prepare for cleaning  3.3 Collect, treat and dispose of or recycle waste generated by both the transfer process and cleaning procedures  3.4 Conduct work according to h workplace environmental guidelines  3.5 Record workplace information according to workplace procedures and format |

| Foundation Skills  This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria. | |
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| Skill | Description |
| Reading | * Interpret textual information to identify key information in workplace procedures and work and operator instructions |
| Writing | * Complete workplace records relating to transfer operations accurately |
| Numeracy | * Interpret symbols and numbers to calibrate equipment, set process parameters, and monitor control points in transfer operations |
| Oral communication | * Ask questions to clarify work instructions and use accurate terminology to report issues |
| Navigate the world of work | * Recognise and follow workplace requirements associated with own role and area of responsibility |
| Interact with others | * Follow accepted workplace practices and protocols for communicating information |
| Get the work done | * Follow clearly defined instructions to identify and assemble resources and sequence tasks to carry out transfer operations * Monitor processes and control points, identify routine problems related to transfer operation tasks and initiate standard procedures to resolve or report * Use key features and functions and follow routine procedures for using digital technology or systems to record and/or report workplace information |

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| Unit Mapping Information | | | |
| Code and title current version | Code and title previous version | Comments | Equivalence status |
| FBPCEL2019 Carry out transfer operations | FDFCEL2019A Carry out transfer operations | Updated to meet Standards for Training Packages  Minor changes to elements and performance criteria for clarity | Equivalent unit |

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| Links | Companion Volumes, including Implementation Guides, are available at VETNet: <https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4> |

| TITLE | Assessment requirements for FBPCEL2019 Carry out transfer operations |
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| Performance Evidence | |
| An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.  There must be evidence that the individual has demonstrated the transfer process at least once, including:   * accessing workplace information to identify transfer requirements * selecting, fitting and using personal protective clothing and equipment * confirming supply of services, materials and product required for transfer operations * preparing product and materials for transferring * preparing and confirming status of equipment before commencing transfer operations * setting up and starting up the transfer process * monitoring transfer operations control points and equipment including following procedures to minimise contamination, product loss, dilution and oxidation * taking corrective action in response to out-of-specification results or non-compliance * shutting down equipment in routine and emergency situations * conducting work safely following work health and safety procedures * following workplace procedures for: * maintaining records * reporting and recording corrective action and environmental non-compliance * sorting, collecting, treating, recycling or disposing of waste * maintaining housekeeping and sanitation standards. | |

| Knowledge Evidence |
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| An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:   * purpose and principles of transfer * links between transfer operations and related processes in cellar operations * stages and changes that occur during transfer * effect of process stages on end product * quality characteristics and uses of transferred product * product and materials preparation requirements and effect of variation on the process * main methods used in transfer * process specifications, procedures and operating parameters * transfer equipment and instrumentation components, purpose and operation * basic operating principles of process control systems * significance and method of monitoring control points within the process * common causes of variation and corrective action required * shutdown and cleaning requirements associated with changeovers and types of shutdowns * workplace health and safety hazards and controls related to transfer operations * workplace procedures and responsibility for: * reporting problems, corrective actions and non-compliance * environmental issues and controls * waste handling requirements * maintaining records * housekeeping and sanitation. |

| Assessment Conditions |
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| Assessment of skills must take place under the following conditions:   * physical conditions: * a workplace or an environment that accurately represents workplace conditions * resources, equipment and materials: * personal protective clothing and equipment for transfer operations * equipment and materials for transfer operations * products for transfer * cleaning materials, equipment and procedures * documentation or technology for recording and reporting information * specifications: * work instructions and workplace procedures for transfer operations.   Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards. |

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