Modification history

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

| FBPFST4005 | Document processes and procedures for a food product |
| --- | --- |
| Application | This unit of competency describes the skills and knowledge required to document the operational steps and procedures in producing a processed food product.  The unit applies to individuals who are required to document processes and procedures for a food product, and who have responsibility for monitoring and maintaining product safety and quality and the production environment.  No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice. |
| Prerequisite Unit | Nil |
| Unit Sector | Food science and technology (FST) |

| Elements | Performance Criteria |
| --- | --- |
| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Identify the stages and operations required in the processing of a food product | 1.1 Identify inputs, production processes and outputs  1.2 Analyse each step in processing operation and identify opportunities to make adjustments  1.3 Identify hazards to food safety and product quality at each stage of production |
| 2. Identify the facilities, equipment, workflow and process controls for a processed food product | 2.1 Analyse functions of each production stage  2.2 Identify equipment used to perform each operation stage  2.3 Identify the facilities, workflow and layout of the work area and links with other parts of the organisation  2.4 Document process controls for a processed food product  2.5 Review the work team structure and the roles and responsibilities of team personnel for a given food product  2.6 Investigate information management processes for a food processing operation |
| 3. Produce documentation for nominated unit operations | 3.1 Draft flow diagram using correct nomenclature and symbols to show processes, inputs and outputs  3.2 Highlight suggestions for improvements to product quality and operational efficiency  3.3 Quantify energy and resource usage, and environmental impacts, of production processes  3.4 Review procedures for testing for yields and variances at each stage  3.5 Identify areas for process improvement for further analysis |

| 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. | |
| --- | --- |
| Skill | Description |
| Reading | * Interprets manuals, diagrams, drawings and other technical information relevant to producing a processed food product * Interprets codes of practice, regulations, and standards for food safety |
| Writing | * Clearly and accurately documents operational steps and procedures in producing a processed food product |
| Numeracy | * Sources, collects and organises a range of data required during the steps for producing a processed food product |
| Get the work done | * Represents food processing operations in a diagrammatic form * Identifies current innovative practice and organisational trends |

|  |  |  |  |
| --- | --- | --- | --- |
| Unit Mapping Information | | | |
| Code and title current version | Code and title previous version | Comments | Equivalence status |
| FBPFST4005 Document processes and procedures for a food product | FDFFST4005A Document processes and procedures for a food product | Updated to meet Standards for Training Packages | Equivalent unit |

|  |  |
| --- | --- |
| 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 FBPFST4005 Document processes and procedures for a food product |
| --- | --- |
| 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 effectively documented at least one complete food processing operation, including:   * documenting procedures for processing a food product * identifying unit operations and representing a food processing operation in a diagrammatic form * identifying review mechanisms for calculating variances and outputs that are outside of specification, and to identify areas for further refining and development under continuous improvement for a food product. | |

| Knowledge Evidence |
| --- |
| 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:   * basic theory behind each major operation including material transfer, separation, size reduction, combining, heat exchange, biochemical transformation, shaping and extrusion * criteria used to select equipment for food processing operations * the basic operating principles for the equipment * process flow charts and process control * information and format requirements for documenting processes and procedures * techniques for quantifying energy and resource use * concepts of waste and approaches used to reduce waste and improve efficiencies * hazards and controls relating to food operations. |

| Assessment Conditions |
| --- |
| Assessment of skills must take place under the following conditions:   * physical conditions: * skills must be demonstrated in a workplace setting or an environment that accurately represents a real food processing workplace * resources, equipment and materials: * food processing equipment * methods and related software systems required to produce flow diagrams for nominated unit * specifications: * production process and related equipment, manufacturers’ advice and operating procedures.   Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards. |

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