

**Modification history**

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package version 3.0.

FBPBPG4XX1	Manage bottling and packaging processes
<b>Application</b>	<p>This unit of competency describes the skills and knowledge required to oversee the set up and operation of a bottling and packaging process.</p> <p>This unit applies to those workers who have responsibility for overseeing the bottling and packaging of production of beverages and the quality assurance requirements associated with those products.</p> <p>No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.</p>
<b>Prerequisite Unit</b>	Nil
<b>Unit Sector</b>	Bottling and Packaging (BPG)

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare for bottling and packaging	1.1 Confirm bottling and packaging specifications for product 1.2 Confirm labelling requirements for product 1.3 Ensure that product and materials are available to meet production requirements 1.4 Ensure that services and staff are available and ready for operation 1.5 Ensure equipment is prepared and checked to meet bottling and packaging requirements
2. Oversee operation and monitor manual bottling and packaging processes	2.1 Ensure bottling and packaging equipment is started up safely 2.2 Monitor control points to confirm performance is maintained within specification 2.3 Ensure that bottling and packaging output meets specification 2.4 Monitor equipment to confirm operating condition 2.5 Identify and rectify out-of-specification product, process and equipment performance
3. Oversee shut down and housekeeping activities	3.1 Ensure equipment is shut down according to workplace procedures 3.2 Ensure cleaning and maintenance procedures are carried out 3.3 Ensure bottling and packaging activity is recorded in line with organisational requirements 3.4 Order stock to replenish supplies

**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
Navigate the world of work	<ul style="list-style-type: none"> <li>Instructs others and demonstrates work requirements where required</li> </ul>
Get the work done	<ul style="list-style-type: none"> <li>Responds to routine problems methodically</li> </ul>

**Unit Mapping Information**

Code and title current version	Code and title previous version	Comments	Equivalence status

FBPBP4XX1 Manage bottling and packaging processes

FBPBP4XX1 Manage bottling and packaging processes		New unit	No equivalent unit
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<b>Links</b>	Companion Volumes, including Implementation Guides, are available at VETNet: <a href="https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4">https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4</a>
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<b>TITLE</b>	<b>Assessment requirements for FBPBP4XX1 Manage bottling and packaging processes</b>
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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 managed bottling and packaging processes for two different products, including:

- confirming services and staff are ready for operation
- confirming equipment is made ready for operation, including:
  - confirming hygiene and sanitation standards have been met
  - adjusting air pressure
  - checking conveyor speed
  - adjusting heights and widths to accommodate specific product and material specifications
  - completing a test run
  - confirming flow of line lube and water
  - realigning diverters and turners to ensure flow is as instructed
  - confirming cartons, bottles and labels meet specifications
- confirming equipment is monitored and adjusted to achieve required quality outcomes, ensuring:
  - bottle cleanliness and draining effectiveness
  - dryness of bottles
  - glue supply
  - strength of carton seals
  - shrinkage or fit of capsules
  - stacking and stacking patterns meet specifications
  - bottle counters are re-set at the start of each product
  - stencils applied are clear and legible
  - bottle contents levels meet specification
  - ongoing quality of materials used
  - ongoing appearance of applications
- taking corrective action in response to typical faults and inconsistencies.

**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:

- bottling and packaging requirements and specifications for product
- stages and changes required for equipment operation, specific to product
- quality characteristics and uses of end product and output
- materials preparation requirements and effect of variation on the equipment operation
- emergency and troubleshooting procedures, including failure of services
- process specification, procedures and operating parameters
- equipment and instrumentation components, purpose and operation
- significance and method of monitoring control points within the equipment operation
- common causes of variation and corrective action required
- hazards and controls, including manual handling
- shutdown and cleaning requirements associated with changeovers and types of shutdown
- routine maintenance requirements
- waste handling requirements and procedures
- recording requirements and procedures.

**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 workplace
- resources, equipment and materials:

<b>Assessment Conditions</b>
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| <ul style="list-style-type: none"><li>• product to be bottled and packaged</li><li>• bottling and packaging equipment</li><li>• bottling and packaging resources and consumables</li><li>• tools and equipment for adjusting and maintaining equipment</li><li>• relationships<ul style="list-style-type: none"><li>• relevant personnel.</li></ul></li></ul> |
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<p>Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.</p>
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<b>Links</b>
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