

Modification history

Release	Comments
Release 1	This version released with Food, Beverage and Pharmaceutical Training Package Version 4.0.

FBPCEL4004	Coordinate general cellar operations processes
Application	<p>This unit of competency describes the skills and knowledge required to coordinate work teams to set up, operate, handover and shut down general cellar operations processes, including fermentation, additions and finings, preparing wine cultures, performing heat exchange, inert gas handling and transfer of juice and wine.</p> <p>The unit applies to individuals who work under broad direction in a commercial winery and are responsible for coordinating several work teams in general cellar operations processes to produce red or white wine, including sparkling wine. They take responsibility for their own work and the outcomes of others, and apply high level planning and problem-solving skills.</p> <p>All work must be carried out to comply with workplace procedures, according to state/territory health and safety, and food safety regulations, legislation and standards that apply to the workplace.</p> <p>No licensing, legislative or certification requirements apply to this unit at the time of publication.</p>
Prerequisite Unit	<p>Nil</p> <p>(Advice will be provided in the Companion Volume Implementation Guide recommending that this unit should be trained and assessed after completing some other cellar operations units that are listed in the Certificate III in Wine Industry Operations)</p>
Unit Sector	Cellar Operations (CEL)

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 to coordinate a general cellar operations shift	1.1 Confirm handover information from previous shift 1.2 Check work orders and other processing requirements for shift 1.3 Determine other equipment preparation work required for the shift 1.4 Confirm capacity of equipment and vessels for required volumes 1.5 Identify and prioritise work tasks and allocate team responsibilities 1.6 Schedule team member rest and meal breaks according to workplace requirement and environmental conditions 1.7 Coordinate equipment checks and set up, including safety equipment is operational 1.8 Coordinate supply of consumables

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
2. Monitor the general cellar operations processes	2.1 Oversee handover/start up of production processes 2.2 Carry out quality checks and complete records according to workplace requirements 2.3 Apply approved problem-solving principles and techniques to identify and rectify product, process, machine, equipment and operator faults 2.4 Check workplace health and safety, housekeeping and staff wellbeing 2.5 Ensure quantity, productivity and quality specifications are met 2.6 Report any outcomes that do not meet specifications and major process problems 2.7 Communicate with general cellar operations process team members information that impacts on their work 2.8 Communicate with other team leaders information that impacts on their work flow 2.9 Ensure completion of records
3. Coordinate product change over	3.1 Ensure final run of current batch is complete, including push through 3.2 Coordinate cleaning and sanitizing of machinery, equipment and vessels 3.3 Prepare equipment and consumables for upcoming batch 3.4 Oversee start up of general cellar operations processes for new batch 3.5 Coordination completion of change over records
4. Coordinate shut down of the general cellar operations processes	4.1 Ensure final run of current batch is complete, including push through 4.2 Coordinate cleaning of machinery, equipment and vessels 4.3 Advise maintenance team that machinery and equipment is ready for maintenance 4.4 Ensure disposal of waste according to workplace and environmental procedures 4.5 Coordination completion of shut down records

Foundation Skills	
<i>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.</i>	
Skill	Description
Reading	<ul style="list-style-type: none"> Interpret technical text and symbols in machinery operations manuals and procedures
Writing	<ul style="list-style-type: none"> Complete quality reports using correct terminology
Numeracy	<ul style="list-style-type: none"> Estimate and calculate known and expected volumes in litres, hectolitres and kilolitres Estimate and calculate quantity and time Measure and calculate flow rates, including volume per hour
Oral communication	<ul style="list-style-type: none"> Use open and closed questions to gather information from team members Use industry terminology to communicate information from team members

Unit Mapping Information			
Code and title current version	Code and title previous version	Comments	Equivalence status
FBPCEL40045 Coordinate general cellar operations processes	Not applicable	New unit	No 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
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TITLE	Assessment requirements for FBPCEL40045 Coordinate general cellar operations processes
Performance Evidence	
<p>An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.</p> <p>There must be evidence that the individual has independently coordinated the safe and efficient set-up, operation, hand over and shut down of two complete shifts of general cellar operations processes. Each shift must be a minimum of 8 hours. The individual must coordinate the processing of at least two different batches of juice or wine, according to work orders, including:</p> <ul style="list-style-type: none"> • at least two of the following: <ul style="list-style-type: none"> • preparing wine cultures • fermentation • additions and finings • heat exchanging • wine transfer • controlling product specifications, including: <ul style="list-style-type: none"> • temperature • carbon dioxide • dissolved oxygen • handling and use of inert gas • preparation and application of at least one additions or fining • collection and delivery of samples to the laboratory • communicated with at least two cellar operations workers and with at least two of the following: <ul style="list-style-type: none"> • wine maker • cellar operations manager • maintenance team member • laboratory team member • used two of the following: <ul style="list-style-type: none"> • heat exchanger • positive displacement pumps • centrifugal pumps • receival tanks or barrels • using one of the following: <ul style="list-style-type: none"> • manual agitator • mechanical agitator • pump over • valve to valve <p>For each shift, the individual must have:</p> <ul style="list-style-type: none"> • coordinated at least two different cellar operations workers, including scheduling start and finish times, meal and rest breaks • addressed quality issues and anomalies caused by equipment failure and operator error • addressed team members' health and safety requirements; including: <ul style="list-style-type: none"> • correct fit and use of personal protective equipment • correct use of machinery guards, including lock out and isolation • compliance with vehicle and pedestrian traffic control • Monitored timely and accurate completion of workplace records, including: <ul style="list-style-type: none"> • production notes, including additions to products • machinery and equipment logs • workplace safety reports • effectively coordinated a batch change over according to workplace time requirements. 	
Knowledge Evidence	
<p>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:</p> <ul style="list-style-type: none"> • work orders and production schedules 	

Knowledge Evidence

- operating principles, workplace procedures for safe operation of machinery and equipment related to general cellar operations, including:
 - preparing wine cultures
 - fermentation
 - additions and finings
 - heat exchanging
 - transfer of juice and wine
 - receival tanks and vessels
 - pumps
 - inert gas related equipment, including bulk and small cylinders, regulators, valves and pipes
- features and functions of machinery, equipment, including:
 - control panels and ancillary controls
 - operating capacities, efficiencies and applications
 - constraints and other limiting factors
 - location and purpose of guards, rails and sensors
 - knowledge of maintenance required and action to take if maintenance services are not available
 - cleaning requirements
- utility services, including electricity, water, compressed air, and inert gasses
- vessel cooling systems and equipment
- equipment and vessels, including:
 - volume
 - processing capacity
 - openings, doors and seals
 - valves and process flow
 - line check authorisations and procedures
- machinery and equipment checks, including:
 - prestart checks, including emergency stop checks
 - lock out and tag out
 - return to service after isolation
- consumables, including:
 - cleaning products
 - water and gas supplies
 - additions and finings
- staff welfare, including:
 - working conditions, including temperature, vibration, noise and dust
 - rostering, breaks, rest and fatigue management
- Product and process quality indicators, including:
 - baume
 - alcohol
 - carbon dioxide
 - temperature
 - oxidation
- general cellar operations quality control requirements, processes and actions, including:
 - production and processing order specifications
 - methods used to check quality
 - common causes of fermentation process quality issues and corrective action required, including a stuck ferment, ferment too cold and ferment too hot
 - common causes of clarification process quality issues and corrective action required
 - common causes of filtration process quality issues and corrective action required
 - planned sampling and testing associated with process monitoring and control
 - responding to machinery alerts and notifications
 - recording of results
- records and reporting requirements, including:
 - quality
 - productivity
 - handover

Knowledge Evidence
<ul style="list-style-type: none"> • health and safety • process information, including wine tracking • application of push through processes, including: <ul style="list-style-type: none"> • water • gas • wine or juice • product knowledge related to the batch being processed, including: <ul style="list-style-type: none"> • juice or wine variety • volume • the interrelationships between cellar operations and bottling processes • product and process change over procedures and responsibilities • product batch identification and traceability requirements, including: <ul style="list-style-type: none"> • workplace requirements • client or receiver specifications • batch records • work health and safety hazards and controls, including: <ul style="list-style-type: none"> • awareness of the limitations of controls • protective clothing and equipment • entering and working in confined spaces, including training and authorisation • hazardous substances, including stored pressure, additions and finings, cleaning products, and gases • procedures and responsibility for reporting production and performance information • environmental issues and controls relevant to the process, including: <ul style="list-style-type: none"> • rework and reuse of products • water use and recycling • waste processing • energy usage • materials and manual handling procedures related to the filtration processes.

Assessment Conditions
<p>Assessment of skills must take place under the following conditions:</p> <ul style="list-style-type: none"> • physical conditions: <ul style="list-style-type: none"> • a commercial winery or an environment that accurately represents workplace conditions • resources, equipment and materials: <ul style="list-style-type: none"> • machinery and equipment stipulated in the performance evidence • juice or wine stipulated in the performance evidence • specifications: <ul style="list-style-type: none"> • two batch orders stipulated in the performance evidence • workplace procedures for general cellar operations processes, machinery and equipment stipulated in the performance evidence • relationships: <ul style="list-style-type: none"> • team members and others stipulated in the performance evidence. <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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