

Modification history

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 5.0

FBPOPR3X17	Pre-process raw materials
Application	<p>This unit of competency describes the skills and knowledge required to set up, operate, monitor, adjust and shut down machinery used for the preparation of raw materials that may be used in human food or animal feed, including pulses and/or animal products.</p> <p>This unit applies to individuals who work in a food or feed processing environment. It typically applies to the production worker responsible for applying operating principles to the operation and monitoring of machinery to prepare raw materials.</p> <p>All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.</p> <p>No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.</p>
Prerequisite Unit	Nil
Unit Sector	Operational (OPR)

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 work in processing area	1.1 Confirm materials are available to meet product specification 1.2 Confirm equipment is clean and ready for operation according to work health, safety and food safety requirements 1.3 Wear appropriate personal protective clothing and ensure correct fit
2. Prepare equipment for pre-processing	2.1 Fit machine components and related attachments and adjust to meet operating requirements 2.2 Enter processing and operating parameters to meet safety and production requirements 2.3 Carry out pre-start checks according to safe work procedures
3. Operate and monitor the pre-processing process	3.1 Start, operate and monitor equipment to ensure optimal performance 3.2 Monitor control points in the process to confirm that product specifications are met 3.3 Take samples and test product to ensure specifications are met 3.4 Identify, adjust and report out-of-specification equipment, product or process outcomes according to workplace requirements 3.5 Maintain the work area according to safe work and food safety procedures 3.6 Maintain workplace records including traceability and biosecurity records, according to workplace procedures
4. Shut down the pre-processing process	4.1 Identify the appropriate shutdown procedure 4.2 Shut down the process according to safe work procedures 4.3 Identify and report maintenance requirements according to workplace procedures 4.4 Ensure waste is disposed of in line with environmental requirements

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 workplace and standard operating procedures relevant to job task Interpret production requirements
Writing	<ul style="list-style-type: none"> Record processing data using digital and/or paper-based formats
Numeracy	<ul style="list-style-type: none"> Monitor and interpret production and process control indicators and data Measure product using weight (g, Kg) and volume (ml, L) Monitor supply and flow of materials to and from the process

Unit Mapping Information			
Code and title current version	Code and title previous version	Comments	Equivalence status
FBOPR3X17 Pre-process raw materials	FBOPR2048 Pre-process raw materials	Unit code updated to better match work task Minor changes to Performance Criteria to clarify task Foundation skills refined Performance Evidence clarified Minor changes to Knowledge Evidence to clarify requirements and Assessment Conditions	Equivalent unit

Links	Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4
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TITLE	Assessment requirements for FBPOPR3X17 Pre-process raw materials
Performance Evidence	
<p>An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.</p> <p>There must be evidence that the individual has pre-processed raw materials to prepare at least one batch of raw materials ready for further processing, including:</p> <ul style="list-style-type: none"> • applying safe work procedures • following food safety practices • taking corrective action in response to typical faults and inconsistencies. 	

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"> • purpose and basic principles of pre-processing raw materials • basic operating principles of equipment used in the pre-process raw materials, including: <ul style="list-style-type: none"> • main equipment components • status and purpose of guards • equipment operating capacities and applications • the purpose and location of sensors and related feedback instrumentation • the flow of the process and the effect of product output on downstream processes • quality characteristics to be achieved at the pre-processing stage • effect of raw material characteristics on process performance • operating requirements and parameters of machinery used in the pre-processing of raw materials, and corrective action required where operation is outside specified operating parameters • typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems • techniques used to monitor the process, including inspecting, measuring and testing by the process • inspection or test points (control points) in the process and the related procedures and recording requirements • contamination/cross contamination and food safety risks associated with pre-processing and related control measures • common causes of variation in the pre-processing of raw materials and corrective action required • health and safety hazards and controls, including limitations of protective clothing and equipment relevant to the work process • requirements of different shutdowns as appropriate to the process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage • isolation, lock-out and tag-out procedures and responsibilities required for machinery and equipment used for the preparation of raw materials • procedures and responsibility for reporting production and performance information • environmental issues and controls relevant to the process, including waste/rework collection and handling procedures related to the process • basic operating principles of process control, including the relationship between control panels and systems and the physical equipment • cleaning and sanitation procedures • recording procedures to ensure traceability. 	

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 food or feed processing workplace or an environment that accurately represents workplace conditions • resources, equipment and materials: 	

Assessment Conditions	
<ul style="list-style-type: none"> • personal protective clothing and equipment • raw materials for pre-processing • equipment used for pre-processing and related services • specifications: <ul style="list-style-type: none"> • work procedures, including advice on safe work practices, food safety, quality and environmental requirements • production schedule and batch instructions • quality criteria, specifications and inspection procedures • recording requirements and procedures. <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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