

Modification history

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

FBPBP4003	Coordinate wine operations packaging processes
Application	<p>This unit of competency describes the skills and knowledge required to coordinate work teams to set up, operate, hand over and shut down wine operation packaging processes, including de-palletising, filling, labelling carton erecting, carton packing, coding and palletising.</p> <p>The unit applies to individuals who work in an industrial packaging plant and are responsible for coordinating several work teams in wine operations packaging processes. They take responsibility for their own work and the outcomes of others and apply high level planning and problem-solving skills. The processes may also include soft pack filling and storage of palletised wine.</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	Nil
Unit Sector	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 to coordinate a packaging shift	1.1 Confirm handover information from previous shift 1.2 Check work orders and requirements for shift 1.3 Determine machinery and equipment preparation work required for the shift 1.4 Confirm capacity of equipment and consumables 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 requirements and environmental conditions 1.7 Coordinate equipment checks and set-up, ensuring safety equipment is operational 1.8 Coordinate supply of consumables
2. Monitor the packaging process	2.1 Oversee handover or start-up of packaging processes 2.2 Check workplace health and safety, housekeeping and staff welfare 2.3 Apply approved problem-solving principles and techniques to identify and rectify product, process, machine, equipment and operator faults 2.4 Ensure quantity, productivity and quality specifications are met 2.5 Report and isolate any outcomes that do not meet specifications, and major process problems 2.6 Report maintenance issues to machinery and equipment technicians 2.7 Communicate with packaging process team members and other team leaders about information that impacts on their work 2.8 Ensure accurate completion of records

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
3. Coordinate product changeover	3.1 Ensure packaging run of current product is complete 3.2 Coordinate cleaning and sanitising of machinery and equipment according to workplace requirements 3.3 Ensure equipment and consumables are ready for upcoming product 3.4 Oversee start-up of packaging processes for new product 3.5 Ensure completion of changeover records
4. Coordinate shutdown of the packaging processes	4.1 Ensure final packaging run is complete 4.2 Coordinate cleaning of machinery and equipment 4.3 Advise machine technicians that machinery and equipment are ready for maintenance 4.4 Ensure disposal of waste according to workplace and environmental procedures 4.5 Ensure accurate completion of shutdown records

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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 volumes in litres Estimate and calculate quantity, time and ratio Measure and calculate flow rates, including volume per hour
Oral communication	<ul style="list-style-type: none"> Use active listening skills when gathering information from others Give clear instructions using industry terminology

Unit Mapping Information			
Code and title current version	Code and title previous version	Comments	Equivalence status
FBPBPG4003 Coordinate wine operations packaging 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 FBPBPG4003 Coordinate wine operations packaging processes
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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 independently coordinated the safe and efficient set-up, operation, handover and shutdown of two packaging runs for two different products over two separate shifts. Each shift is to be at least three hours, have its own work order, and include:

- at least four of the following processes and related equipment:
 - de-palletising
 - filling
 - carton erecting
 - carton packing
 - palletising
 - labelling
 - coding.

For each shift, the individual must have:

- ensured sufficient supply of consumables to complete the packaging run
- ensured finished product meets required specifications
- coordinated at least four packaging operations workers, including scheduling start and finish times, meal and rest breaks
- communicated with filling and packaging team members, and at least two of the following:
 - maintenance team member
 - laboratory or quality assurance team member
 - logistics team member
 - supervisor
- addressed quality issues and anomalies caused by equipment failure and operator error
- addressed team members' health and safety requirements, including:
 - 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:
 - packaging notes
 - productivity reports
 - machinery and equipment logs
 - workplace safety reports
- effectively coordinated the changeover of two packaging runs according to workplace time requirements.

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:

- packaging work orders and production schedules
- operating principles of machinery and equipment, including:
 - de-palletiser
 - bottle or other container fillers
 - carton erector
 - carton packer
 - palletiser
 - delivery tanks
 - labeller
 - coder
 - inert gas related equipment, including bulk and small cylinders, regulators, valves and pipes
- features and functions of machinery and equipment, including:

Knowledge Evidence
<ul style="list-style-type: none"> • manufacturer and workplace instructions for safe operation • control panels and ancillary controls, including manual operations mode • operating capacities, efficiencies and applications • congestion points 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 • routine and non-routine machine and equipment faults, and process for rectification • services, including electricity, water, compressed air and inert gases • vessel cooling and heating systems and equipment • machinery and equipment checks, including: <ul style="list-style-type: none"> • pre-start checks, including emergency stop checks • lock-out and tag-out • return to service after isolation • consumables, including: <ul style="list-style-type: none"> • bottles • bottle closures • pallet dividers • cartons • carton dividers • glue • labels • pallets • water • inert gases, including nitrogen and carbon dioxide • cleaning products • typical problems related to consumables, including label glue bleed, label roll tension, packaging colour variations, carton folds and die cuts, damaged bottles and dirty bottles • staff welfare, including: <ul style="list-style-type: none"> • working conditions, including temperature, vibration, noise and dust • rostering, breaks, rest and fatigue management • product and process quality indicators, including: <ul style="list-style-type: none"> • alcohol • temperature • oxidation • packaging quality control requirements, processes and actions, including: <ul style="list-style-type: none"> • product specifications • methods used to check quality • common causes of packaging 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: <ul style="list-style-type: none"> • quality • productivity • handover • health and safety • process information, including wine tracking • product knowledge related to the product being packaged, including: <ul style="list-style-type: none"> • wine variety • volume • client or receiver requirements or specifications • food safety regulatory requirements • the interrelationships between packaging processes and cellar operations processes • product/process changeover procedures and responsibilities • product identification and traceability requirements, including:

Knowledge Evidence
<ul style="list-style-type: none"> • workplace requirements • client or receiver requirements or specifications • work health and safety hazards and controls, including: <ul style="list-style-type: none"> • awareness of the limitations of controls • personal protective equipment • hazardous substances, including 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 • materials and manual handling procedures related to packaging 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"> • an industrial packaging plant • resources, equipment and materials: <ul style="list-style-type: none"> • the machinery and equipment stipulated in the performance evidence • packing consumables • specifications: <ul style="list-style-type: none"> • two work orders for different packaging runs • workplace procedures for packaging processes, machinery and equipment stipulated in the performance evidence • relationships: <ul style="list-style-type: none"> • team members and other workers 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>

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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