Modification history

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| Release | Comments |
| Release 1 | This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0 |

| FBPOPR3X17 | Pre-process raw materials |
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| Application | 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.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.All work must be carried out to comply with workplace procedures according to state/territory health and safety, environmental and food safety regulations, legislation and standards that apply to the workplace.No licensing, legislative or certification requirements apply to this unit at the time of publication. |
| Prerequisite Unit | Nil |
| Unit Sector | Operational (OPR) |

| Elements | Performance Criteria |
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| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Prepare for work in processing area | 1.1 Confirm materials are available to meet product specification1.2 Confirm equipment is clean and ready for operation according to work health, safety and food safety requirements1.3 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 requirements2.2 Enter processing and operating parameters to meet safety and production requirements2.3 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 performance3.2 Monitor control points in the process to confirm that product specifications are met3.3 Take samples and test product to ensure specifications are met3.4 Identify, adjust and report out-of-specification equipment, product or process outcomes according to workplace requirements3.5 Maintain the work area according to safe work and food safety procedures3.6 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 procedure4.2 Shut down the process according to safe work procedures4.3 Identify and report maintenance requirements according to workplace procedures4.4 Ensure waste is disposed of in line with environmental requirements |

| Foundation SkillsThis 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. |
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| Skill | Description |
| Reading | * Interpret workplace and standard operating procedures relevant to job task
* Interpret production requirements
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| Writing | * Record processing data using digital and/or paper-based formats
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| Numeracy | * 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
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| Unit Mapping Information |
| Code and title current version | Code and title previous version | Comments | Equivalence status |
| FBPOPR3X17 Pre-process raw materials | FBPOPR2048 Pre-process raw materials | Unit code updated to better match work taskMinor changes to Performance Criteria to clarify taskFoundation skills refinedPerformance Evidence clarifiedMinor changes to Knowledge Evidence to clarify requirements and Assessment Conditions  | Equivalent  |

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

| TITLE | Assessment requirements for FBPOPR3X17 Pre-process raw materials |
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| Performance Evidence |
| An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.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:* applying safe work procedures
* following food safety practices
* taking corrective action in response to typical faults and inconsistencies.
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| Knowledge Evidence |
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| 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:* purpose and basic principles of pre-processing raw materials
* basic operating principles of equipment used in the pre-process raw materials, including:
* 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.
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| Assessment Conditions |
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| Assessment of skills in this unit of competency must take place under the following conditions:* physical conditions:
* a food or feed processing workplace or an environment that accurately represents workplace conditions
* resources, equipment and materials:
* personal protective clothing and equipment
* raw materials for pre-processing
* equipment used for pre-processing and related services
* specifications:
* 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.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards. |

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