

**Modification history**

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

<b>FBPBPG3009</b>	<b>Operate an automated palletising process</b>
<b>Application</b>	<p>This unit of competency describes the skills and knowledge required to set up, operate and shut down an automated palletising process using complex equipment, including an automated pallet wrapper.</p> <p>The unit applies to individuals who work under broad direction in a packaging and/or palletising environment and are responsible for operating and monitoring a carton palletising process, including safety compliance, production change overs, consumables, cleaning and solving problems that arise with the process. Operators are responsible for solving machine problems and reporting unresolved problems to technical specialists.</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 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 palletising	1.1 Check work order to determine the pallet type, layer format and any other required information. 1.2 Select, fit and use required personal protective equipment 1.3 Check machinery maintenance charts and report and rectify or report any items that require maintenance 1.4 Check and set machine format meets the palletising requirements specified in work order 1.5 Check all machine safety equipment is operational 1.6 Confirm pallet reference applicator is operational 1.7 Confirm serviceability of conveyors and reset all counters and glue application device 1.8 Confirm pallets and other packaging consumables required for the run
2. Palletise cartons	2.1 Carry out test run and adjust as required to meet palletising specifications, including carton orientation, stacking and stretch wrap tension 2.2 Ensure supply of consumables to process including slip sheets, interlayers, hot melt glue, stretch film 2.3 Carry out quality checks on sample pallets and complete records according to workplace requirements 2.4 Apply problem solving principles and techniques to identify and rectify machine faults according to workplace procedures 2.5 Restack pallets and clean up spillages according to safety procedures 2.6 Monitor palletising process to ensure process efficiency and quality specifications are met, including correct pallet identification labels 2.7 Report products that do not meet specifications and major process problems

<b>Elements</b>	<b>Performance Criteria</b>
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
3. Change over palletising run	3.1 Prepare equipment and consumables for upcoming changeover 3.2 Check and record machine counters to ensure an accurate changeover 3.3 Empty machine of product 3.5 Apply isolation measures according to workplace requirements 3.6 Complete required changeover and confirm parts, sensors, rails and stoppers have been adjusted and set 3.7 Remove and store unused consumables and equipment parts not required after change over 3.8 Conduct test run and make adjustments as required
4. Shut down palletising process	4.1 Empty machinery and equipment of product 4.2 Shut down machinery and equipment according to workplace procedures 4.3 Remove and store unused materials 4.4 Complete carton palletising records and reports 4.5 Clean and maintain palletising equipment 4.6 Dispose of waste according to workplace and environmental procedures 4.7 Report issues requiring maintenance by technicians

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<b>Foundation Skills</b>	
<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>	
<b>Skill</b>	<b>Description</b>
Reading	<ul style="list-style-type: none"> <li>Interpret technical text and symbols in machinery operations manuals</li> </ul>
Writing	<ul style="list-style-type: none"> <li>Complete maintenance reports using correct terminology</li> </ul>
Oral communication	<ul style="list-style-type: none"> <li>Use open and close questions to obtain and confirm information from team members</li> </ul>

<b>Unit Mapping Information</b>			
<b>Code and title current version</b>	<b>Code and title previous version</b>	<b>Comments</b>	<b>Equivalence status</b>
FBPBPG3009 Operate an automated palletising process	Not applicable	New unit	No equivalent unit

<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 FBPBPG3009 Operate an automated palletising process</b>
<b>Performance Evidence</b>	
<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 set up, operated, and shut down two complete palletising processes for different work orders, using automatic palletising machines, including a pallet wrapper. One process must palletise 12 pack cartons and the other 6 pack cartons, that are configured differently.</p> <p>Each process must complete at least 20 pallets per hour during a 3 hour shift. Each pallet must have at least three carton layers, be stacked correctly configured, stacked and stretch wrapped using an automated pallet wrapper.</p> <p>For each of the palletising work orders, the individual must have safely and efficiently:</p> <ul style="list-style-type: none"> <li>• confirmed the product and palletising requirements and set up all the equipment and machinery, including individual pallet configuration requirements</li> <li>• safely and efficiently operated, monitored and shut down the packing process, equipment and machinery</li> <li>• correctly labelled each pallet for end users to track the date and location of production</li> <li>• used sample checks to identify quality issues</li> <li>• identified, rectified and/or reported machinery faults, including:             <ul style="list-style-type: none"> <li>• removed damaged pallets</li> <li>• cartons not correct orientated</li> <li>• pallets not stopping in the correct position</li> <li>• carriage or pusher not making the end position</li> <li>• excessive stretch wrap and slip sheets breakage causing sensor faults</li> <li>• reset machinery that is creating pallets that do not meet specifications</li> </ul> </li> <li>• accurately and effectively handed over a palletising process to another team member</li> <li>• accurately completed workplace production records</li> <li>• communicated effectively with a supervisor and at least one of the following:             <ul style="list-style-type: none"> <li>• maintenance team member</li> <li>• laboratory team member</li> <li>• bottling and packaging team members</li> <li>• logistics team members</li> </ul> </li> </ul> <p>The individual must also complete a palletising run change over that requires a complete machine change over, including configuration changes and layer quantities, according to workplace safety and time requirements.</p>	

<b>Knowledge Evidence</b>	
<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"> <li>• Product knowledge related to the containers to be packaged as stipulated in the performance evidence including;             <ul style="list-style-type: none"> <li>• size, weight and volume</li> <li>• client or receiver requirements or specifications</li> <li>• regulatory requirements</li> </ul> </li> <li>• Operating principles and workplace instructions for safe operation of machinery and equipment including:             <ul style="list-style-type: none"> <li>• conveyor fed automatic Palletising machine</li> <li>• automated Stretch wrapper</li> <li>• pallet tag applicators</li> <li>• carton orientation devices</li> </ul> </li> <li>• features and function of machinery and equipment, including;             <ul style="list-style-type: none"> <li>• Control panel and ancillary devices</li> </ul> </li> </ul>	

<p><b>Knowledge Evidence</b></p> <ul style="list-style-type: none"> <li>• operating capacities, efficiencies and applications</li> <li>• location and purpose of guards, rails and sensors</li> <li>• feedback instrumentation</li> <li>• knowledge and services required and action to take if services are not available</li> <li>• cleaning requirements</li> <li>• the interrelationships between bottling, carton packing, palletising and end of line dispatch processes</li> <li>• product and process changeover procedures and responsibilities</li> <li>• quality control requirements, processes and actions, including:             <ul style="list-style-type: none"> <li>• palletising order specifications</li> <li>• methods used to check quality</li> <li>• common causes of palletising quality and corrective action required, including removal of out of specification pallets</li> <li>• planned sampling and testing associated with palletising process monitoring and control</li> <li>• responding to machinery alerts and notifications</li> <li>• recording of results</li> <li>• isolating non-conforming pallets</li> </ul> </li> <li>• product identification and traceability requirements, including;             <ul style="list-style-type: none"> <li>• workplace requirements</li> <li>• client or receiver requirements or specifications</li> <li>• pallet identification/tagging requirements</li> </ul> </li> <li>• health and safety hazards and controls, including awareness of the limitations of protective clothing and equipment relevant to the work process</li> <li>• procedures and responsibility for reporting production and performance information</li> <li>• environmental issues and controls relevant to the process, including;             <ul style="list-style-type: none"> <li>• rework and reuse of products</li> <li>• waste processing</li> </ul> </li> <li>• materials and manual handling procedures related to the palletising process.</li> </ul>	
<p><b>Assessment Conditions</b></p> <p>Assessment of skills must take place under the following conditions:</p> <ul style="list-style-type: none"> <li>• physical conditions:             <ul style="list-style-type: none"> <li>• an industrial packaging and palletising plant or an environment that accurately represents workplace conditions</li> </ul> </li> <li>• resources, equipment and materials:             <ul style="list-style-type: none"> <li>• complex automated palletising equipment, including an automated wrapper</li> <li>• the pallets and other packing materials stipulated in the performance evidence</li> <li>• packaging consumables including glue, slip sheets, interlayers, pallets and stretch wrap</li> </ul> </li> <li>• specifications:             <ul style="list-style-type: none"> <li>• two palletising work orders as stipulated in the performance evidence</li> <li>• workplace procedures for operating an automatic palletising process, machinery and equipment stipulated in the performance evidence</li> </ul> </li> <li>• relationships:             <ul style="list-style-type: none"> <li>• supervisor and others stipulated in the performance evidence</li> </ul> </li> <li>• timeframes:             <ul style="list-style-type: none"> <li>• as stipulated in the performance evidence.</li> </ul> </li> </ul> <p>Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.</p>	
<p><b>Links</b></p>	<p>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></p>