

Modification history

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

FBPBPG4001	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, handover 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 under broad direction in industrial packaging plant are responsible for coordinating several work teams in wine operations packaging processes to produce red or white wine. 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	<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 bottling and packaging units that are listed in the Certificate III in Wine Industry Operations)</p>
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 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, 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 packaging process	2.1 Oversee handover or start up of packaging 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 Report issues requiring maintenance to machinery and equipment technicians 2.8 Communicate with packaging process team members information that impacts on their work 2.9 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 packaging run of current product is complete 3.2 Coordinate cleaning and sanitising of machinery and equipment 3.3 Prepare equipment and consumables for upcoming product 3.4 Oversee start up of packaging processes for new product 3.5 Ensure completion of change over records
4. Coordinate shut down of the packaging processes	4.1 Ensure final packaging run is complete 4.2 Coordinate cleaning of machinery, equipment 4.3 Advise machine technicians that machinery and equipment is ready for maintenance 4.4 Ensure disposal of waste according to workplace and environmental procedures 4.5 Ensure 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 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"> Using active listening skills when gathering information from others

Unit Mapping Information			
Code and title current version	Code and title previous version	Comments	Equivalence status
FBPBP4001 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 FBPBPG4005 Coordinate wine operations packaging 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 packaging runs over two separate shifts. Each shift is be at least 3 hours, have its own work order, and include:</p> <ul style="list-style-type: none"> • at least four of the following processes and related equipment: <ul style="list-style-type: none"> • de-palletising • filling • carton erecting • carton packing • palletising • labelling • coding <p>For each shift, the individual must have:</p> <ul style="list-style-type: none"> • ensured sufficient supply of consumables to complete the packaging run • ensuring 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: <ul style="list-style-type: none"> • maintenance team member • laboratory team member • logistics team members • supervisor • 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"> • packaging notes • productivity reports, including lost time records • machinery and equipment logs • workplace safety reports • effectively coordinated the change over of two packaging runs 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"> • packaging work orders and production schedules • operating principles and workplace instructions for safe operation of machinery and equipment, including: <ul style="list-style-type: none"> • 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 	

Knowledge Evidence

- features and functions of machinery, equipment, including:
 - control panels and ancillary controls
 - 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
- utility services, including electricity, water, compressed air, and inert gases
- vessel cooling and heating systems and equipment
- machinery and equipment checks, including:
 - prestart checks, including emergency stop checks
 - lock out and tag out
 - return to service after isolation
- consumables, including:
 - bottles
 - bottle closures
 - pallet dividers
 - cartons
 - carton dividers
 - glue
 - labels
 - pallets
 - water
 - inert gases, including nitrogen and carbon dioxide
 - cleaning products
- staff welfare, including:
 - working conditions, including temperature, vibration, noise and dust
 - rostering, breaks, rest and fatigue management
- Product and process quality indicators, including:
 - alcohol
 - temperature
 - oxidation
- packaging quality control requirements, processes and actions, including:
 - 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:
 - quality
 - productivity, including lost time records
 - handover
 - health and safety
 - process information, including wine tracking
- Product knowledge related to the product being packaged, including:
 - 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:
 - workplace requirements
 - client or receiver requirements or specifications
- work health and safety hazards and controls, including:

Knowledge Evidence
<ul style="list-style-type: none"> • awareness of the limitations of controls • protective clothing and 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 the 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 or an environment that accurately represents workplace conditions • resources, equipment and materials: <ul style="list-style-type: none"> • the machinery and equipment stipulated in the performance evidence • the products stipulated in the performance evidence • packing consumables stipulated in the performance evidence • specifications: <ul style="list-style-type: none"> • two work orders for different packaging runs stipulated in the performance evidence • 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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