

PROCESS FOOD PRODUCTS

UNIT CODE: FOP/OS/FT/CR/03/6/A

UNIT DESCRIPTION

This unit specifies the competencies required to process food products. It involves preparing production schedules and production lines, overseeing line operations and sanitation, and documenting production records. It is for food technologists involved in managing food plants in areas such as food processing plants and food technology training/research institutions.

It applies in the Food Processing sector.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT These describe the key outcomes which make up workplace function .	PERFORMANCE CRITERIA These are assessable statements which specify the required level of performance for each of the elements. <i>Bold and italicized terms are elaborated in the range.</i>
1. Prepare for food product processing	1.1 <i>Production schedules</i> are prepared in accordance to the business plan 1.2 <i>Production materials</i> are acquired as per workplace policy 1.3 Production line is prepared in accordance with the production schedule workplace policy, <i>quality standards</i> and process standards
2. Oversee food product processing	2.1 Food products are processed as per SOPs 2.2 Processing personnel are supervised as per workplace policy 2.3 Product quality is assured as per product standards 2.4 Production process is monitored as per workplace processing parameters 2.5 Efficiency of production equipment is monitored in accordance with its specification 2.6 <i>GMPs</i> are adhered to as per workplace quality manual 2.7 Product is packaged and dispatched as per workplace policy 2.8 Occupational safety and health issues and concerns are addressed in accordance with workplace policy

3. Document food processing activities	<p>3.1 Production records are maintained as per workplace policy</p> <p>3.2 Food processing activities are recorded as per workplace policy and operations manual</p> <p>3.3 Sanitation, handover and dispatch records are prepared as per workplace policy</p> <p>3.4 Processing personnel records are prepared and disseminated as per workplace policy</p> <p>3.5 Food processing reports are prepared and disseminated as per workplace policy</p>
4. Shutdown processing line	<p>4.1 Shutdown procedures are followed as per workplace operations manual</p> <p>4.2 Handover notes are prepared as per workplace policy and operation manual</p> <p>4.3 Production line is cleaned and sanitized as per workplace quality standards</p> <p>4.4 Maintenance is carried out as per maintenance schedule and food quality standards</p>

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

Variable	Range
1. Production schedules may include but are not limited to:	<ul style="list-style-type: none"> • Daily/shifts • Weekly • Monthly
2. Production resources may include but are not limited to:	<ul style="list-style-type: none"> • Packaging • Raw materials • Tools • Equipment • Supplies/Utilities • Human resource • Storage/warehousing • Transport • Production

<p>3. Quality standards may include but are not limited to:</p>	<ul style="list-style-type: none"> • QMS • FSMS • FSSC • HACCP • EMS • OSHA • BRC • GLPs
<p>4. Food products may include but are not limited to:</p>	<ul style="list-style-type: none"> • Meat and meat products • Milk and dairy products • Cereals and cereal products • Sea foods • Fats and oils • Spices and condiments • Alcoholic and non-alcoholic beverages • Fruits and vegetables • Confectionaries and baked products • Roots and tubers products
<p>5. Processing personnel may include but are not limited to:</p>	<ul style="list-style-type: none"> • Manager • Supervisor • Machine operator • Maintenance team • Clerks • General workers
<p>6. Product standards may include but are not limited to:</p>	<ul style="list-style-type: none"> • Physical • Chemical • Microbiological • Organoleptic
<p>7. GMPs may include but are not limited to:</p>	<ul style="list-style-type: none"> • Personnel hygiene • Sanitation • Pest control • Training • Plant maintenance • Storage and warehousing • Utilities • Waste management
<p>8. Shutdown procedures may include but are not limited to:</p>	<ul style="list-style-type: none"> • Equipment shutdown procedure • Cleaning procedures • Emergency shutdown procedures • Utilities shutdown procedures
<p>9. Processing parameter may include but are not limited to:</p>	<ul style="list-style-type: none"> • Temperature • Time • Pressure • Moisture • PH • Total dissolved solids

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Required Skills

The individual needs to demonstrate the following skills:

- Communication
- Computer
- Interpersonal Leadership Planning
- Problem solving
- Root-cause analysis
- Negotiation
- Trouble shooting
- Analytical
- Sampling
- Tools and equipment handling
- Training
- Measurement and control
- Auditing
- Coordination

Required Knowledge

The individual needs to demonstrate knowledge of:

- Food engineering
- Food chemistry
- Food microbiology
- Food biotechnology
- Quality management
- Technology of specific products
- Food Safety Management Systems
- Statutory legislations and regulations
- Food Packaging
- Emerging issues

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1. Critical Aspects of Competency	Assessment requires evidence that the candidate: 1.1 Prepared production schedules 1.2 Demonstrated understanding of quality standards 1.3 Demonstrated understanding of product standards
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	<p>1.4 Demonstrated understanding of processing parameters</p> <p>1.5 Supervised workers in span of control</p> <p>1.6 Applied GMPs appropriately</p> <p>1.7 Demonstrated an understanding of the technology of various food products/unit operations</p> <p>1.8 Demonstrated an understanding of various relevant procedures</p> <p>1.9 Maintained appropriate food processing documentation</p>
2. Resource Implications	<p>The following resources must be provided:</p> <p>2.1 Workplace or assessment location with a functional food processing plant or pilot plant</p>
3. Methods of Assessment	<p>Competency may be assessed through:</p> <p>3.1 Observation</p> <p>3.2 Oral questioning</p> <p>3.3 Projects</p> <p>3.4 Written tests</p> <p>3.5 Third party reports</p> <p>3.6 Portfolio</p>
4. Context of Assessment	<p>Competency may be assessed:</p> <p>4.1 On the job</p> <p>4.2 Off the job</p> <p>4.3 In work placement (attachment)</p> <p>Off the job assessment must be undertaken in a closely simulated workplace environment.</p>
5. Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.</p>