DEMONSTRATE UNDERSTANDING OF BAKERY PLANT AND EQUIPMENT

UNIT CODE: FOP/OS/BT/CC/02/5/B

UNIT DESCRIPTION

This unit covers the competencies required to demonstrate understanding of bakery plant, plant lay-out, equipment and machinery, maintenance, hygiene, safety and security.

This standard applies in Baking industry.

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. ***Bold and italicized terms are elaborated in the Range***
1. Demonstrate understanding of bakery plant lay-out	1.1 Bakery siting and location is described based on existing infrastructure, raw materials and market. 1.2 ***Sections in a bakery plant*** are described based on processing stages. 1.3 Bakery plant lay-out is illustrated based on processing stages. 1.4 Flow charts are drawn based on bakery processes.
2. Demonstrate understanding of bakery equipment and machinery	2.1 The development of bakery equipment and machinery is described based on technological changes. 2.2 Bakery equipment and machinery are selected based on types of products and production capacity. 2.3 Use and care of bakery equipment and machinery is described based on manufacturers' manual. 2.4 Purpose of bakery equipment and machinery maintenance is described based on type of maintenance.
3. Demonstrate understanding of bakery hygiene	3.1 ***Bakery hygiene*** is described based on its importance. 3.2 Basic hygiene rules are outlined based on workplace policy. 3.3 ***Cleaning agents, materials and equipment*** are described based on their use. 3.4 Legislations on bakery hygiene are described based on legal requirements.
4. Demonstrate understanding of safety in the bakery	4.1 Bakery ***safety requirements*** are described based on legal requirements. 4.2 ***Safety precautions*** in a bakery are described based on workplace policy. 4.3 First aid procedures are described based on ***emergency***

	situations.
	4.4 Fire safety procedures are described based on expected reaction.
	4.5 Legislations on bakery safety are described based on legal requirements.
5. Demonstrate understanding of security in the bakery	5.1 Bakery security is described based on its importance.
	5.2 Bakery security is described in terms of availability *security systems* and personnel.
	5.3 Legislations on bakery security are described based on legal requirements.

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.

Variables	Range
• Sections in a bakery plant may include but not limited to:	• Store • Mixing • Scaling • Moulding • Proofing • Baking • Cooling • Slicing/wrapping • Packing • Dispatch

• Bakery equipment and machinery may include but not limited to:	• Machinery:
	   ○ Weighing scales
	   ○ Sieves
	   ○ Mixers
	   ○ Dividers
	   ○ Moulders
	   ○ Panners
	   ○ Proofers
	   ○ Ovens
	   ○ De-panners
	   ○ Coolers
	   ○ Slicers
	   ○ Wrappers
	• Equipment:
	   ○ Working tables
	   ○ Knives/cutters
	   ○ Trolleys
	   ○ Tins/sheets
	   ○ Oven gloves
	   ○ Racks

• Bakery hygiene practices may include but not limited to:	• Hand washing • Sanitation • Cleaning • Disinfection • Medical tests • Use of PPEs
• Cleaning agents may include but not limited to:	• Dis-infectants • Soaps • Detergents • Alcohols
• Cleaning materials may include but not limited to:	• Dusters • Brooms • Mops • Buckets • Water
• Cleaning equipment may include but not limited to:	• Hoovers • Vacuum cleaners • Blowers

• Safety precautions may include but not limited to:	• Use of PPEs • Guarding of moving parts of machines • Non-slip floors • Dry floors • Food handlers' certificates • Lighting • Installation of staircase hand rails • Signage • Breathalyzers
• Emergency situations may include but not limited to:	• Fire out breaks • Slips • Spills • Sickness • Fainting • Cuts • Burns • Scalds • Accidents
• Expected reaction may include but not limited to:	• Provide first aid • Shut doors and windows • Exit building • Raise alarm • Fight the fire • Assemble at fire assembly point • Do not panic • Use emergency exit
• Security systems may include but not limited to:	• CCTVs • Security guarding • Gates • Fence • Metal detectors

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
- Inter-personal
- Analytical
- Computer
- Problem solving
- Decision making
- Presentation
- Critical thinking
- Organizing
- Time management
- Report writing

Required Knowledge

The individual needs to demonstrate knowledge of:

- Bakery plant
- Plant lay-out
- Equipment and machinery
- Maintenance
- Hygiene
- Safety
- Security

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 Demonstrated understanding of bakery plant lay-out 1.2 Demonstrated understanding of bakery equipment and machinery 1.3 Demonstrated understanding of bakery hygiene 1.4 Demonstrated understanding of safety in the bakery 1.5 Demonstrated understanding of security in the bakery

2. Resource implications	The following resources **must** be provided: 2.1 Access to relevant workplace or appropriately 2.2 Simulated environment where assessment can take place 2.3 Materials relevant to the proposed activity or tasks	
3. Methods of Assessment	Competency may be assessed through: 3.1 Written tests 3.2 Assignments 3.3 Interview	
4. Context of Assessment	Assessment could be conducted: 4.1 On-the-job 4.2 Off-the–job 4.3 During industrial attachment	
5. Guidance information for assessment	Holistic assessment with related units in the sector is recommended.	