

<b>Title</b>	<b>Set up and operate automated filling equipment</b>		
<b>Level</b>	<b>3</b>	<b>Credits</b>	<b>4</b>

<b>Purpose</b>	People credited with this unit standard are able to set up, and operate automated filling equipment to package products in accordance with enterprise procedure.
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<b>Classification</b>	Manufacturing Skills > Manufacturing Processes
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 All work practices must meet recognised codes of practice and documented enterprise and worksite safety procedures for personal, product, and worksite safety.
- 2 Definitions  
*Automated filling equipment* is equipment which automatically transports containers to single or multi-head filling stations, fills them, applies closures to each container and discharges them for subsequent handling or operations.  
*Set up* is the change over of automated filling equipment from running and filling one size of container to another size.  
*Containers* may include but are not limited to – cans, tins, bottles, jars, tubes, drums.  
*Closures* may include but are not limited to – push-fit lids, screw-on lids, snap-on lids.  
*Enterprise procedures* – documented procedures used by the organisation carrying out the work and applicable to the tasks being carried out. They may include but are not limited to – standard operating procedures, site safety procedures, equipment operating procedures, codes of practice, quality assurance procedures, housekeeping standards, charging of time and materials, management of drawings and documentation, procedures to comply with legislative and local body requirements.  
*Product* may include but is not limited to – liquids, powders.
- 3 Competence is to be demonstrated on three occasions of setting up and operating automated filling equipment.
- 4 Recommended skills and knowledge:  
 Unit 20298, *Fill and close containers in a manufacturing environment*, or demonstrate equivalent knowledge and skills.

### Outcomes and performance criteria

#### Outcome 1

Set up automated filling equipment in accordance with enterprise procedure.

**Performance criteria**

- 1.1 Set up instructions and job specifications are identified.
- 1.2 Filling equipment change-parts and/or required tools, jigs and fittings are assembled and checked.
- 1.3 Filling equipment is prepared for set up change.
- 1.4 Change-parts are exchanged, and equipment adjustments and settings are modified.
- 1.5 Filling equipment is test run in accordance with enterprise procedure.

**Outcome 2**

Operate automated filling equipment to package products in accordance with enterprise procedure.

**Performance criteria**

- 2.1 Bulk product, containers and closures are identified, checked, and prepared.
- 2.2 Personal protective equipment is identified, prepared, and maintained.
- 2.3 Automated filling equipment is started and operated.  
Range start and operate includes – container filling and closure application.
- 2.4 Emergency stopping of automated filling equipment is demonstrated.  
Range evidence may be simulated if required.
- 2.5 Automated filling equipment is monitored, routine adjustments made, and faults are reported.  
Range routine adjustments may include – filling capacities, filling speed, closure application.
- 2.6 Filled and sealed containers are finished and checked against specifications.  
Range finish may include – container or closure marking or coding.
- 2.7 Filled and sealed containers are stacked and packed in accordance with enterprise procedure.
- 2.8 Required documentation is completed in accordance with enterprise procedure.
- 2.9 Automated filling equipment is washed and shut down.

2.10 Packaging and waste is disposed of, and the work area is cleared and cleaned.

Range work area may include – floors, stairs, platforms, machine surfaces, ledges, intake and output areas, hand tools.

<b>Replacement information</b>	This unit standard and unit standard 20300 were replaced by unit standard 32564.
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**This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.**

**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	25 September 2003	31 December 2013
Review	2	25 July 2006	31 December 2013
Review	3	18 March 2011	31 December 2013
Reinstatement	4	22 August 2014	31 December 2023
Review	5	26 August 2021	31 December 2023

<b>Consent and Moderation Requirements (CMR) reference</b>	0013
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.