Modification history

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| Release | Comments |
| Release 1 | This version released with PPM Training Package Version 1.0. |

| PPMCPP330 | Co-ordinate the shutdown of coated paper processes |
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| Application | This unit of competency describes the outcomes required to assess and execute planned and unplanned shutdowns in the pulp and paper industry. This typically involves working in a facility with complex integrated equipment and continuous operations.  The unit applies to operators and technicians who co-ordinate the shutdown of coated paper processes in a pulp or paper manufacturing facility. Coated paper processes describe a range of systems and sub systems including tail feed systems, chemical and material batching, laminating and coating, splicing, clay plant operation, calendaring, pre-reeler operations, super calendaring, rewindering and drying systems.  No licensing, legislative or certification requirements apply to this unit at the time of publication. |
| Prerequisite Unit | Nil |
| Unit Sector | Pulp and Paper Manufacturing (PPM) |

| Elements | Performance Criteria |
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| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Implement planned shutdown procedures | 1.1. Identify planned shutdown of coated paper process from work area instructions or maintenance schedules.  1.2. Follow coated paper process materials and supplies shutdown procedures, as required.  1.3. Manage plant or system shutdowns in accordance with production requirements, relevant workplace health and safety (WHS) procedures, risks and hazards identification and environmental workplace procedures.  1.4. Implement isolation and lock out requirements, according to standard operating procedures (SOP) and housekeeping requirements.  1.5. Ensure plant integrity and personnel safety by following WHS procedures.  1.6. Communicate planned shutdown information to relevant personnel as required.  1.7. Wash and clean plant and equipment for restart. |
| 2. Assess the cause and effect of an unplanned shutdown | 2.1. Assess the cause and effect of an unplanned shutdown within WHS and environmental procedures, SOP and housekeeping requirements.  2.2 Identify abnormal operating conditions by analysis of technical and operational information.  2.3. Determine the effects of abnormal conditions to enable appropriate adjustments and rectification.  2.4. Locate the source of the cause of the shutdown, to ensure rectification.  2.5. Notify appropriate personnel, when abnormal operating conditions prevail.  2.6. Identify safety issues relevant to an unplanned shut down. |
| 3. Record and report shutdown data | 3.1. Record and report shutdown data within WHS and environmental procedures, SOP, and housekeeping requirements.  3.2. Record assessment and evaluation of causes and corrective actions, as required.  3.3. Communicate relevant information to appropriate personnel in accordance with operational requirements. |

| Foundation Skills  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. | |
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| Skill | Description |
| Numeracy skills to: | * interpret digital instruments, gauges and data recording equipment during shutdowns. |
| Reading skills to: | * read and interpret diagrams on equipment in operational manuals * read and follow instructions in safety and equipment manuals when undertaking shutdowns. |
| Writing skills to: | * complete forms and records accurately and legibly using correct technical vocabulary. |
| Technology skills to: | * use electronic and other control systems to control equipment and processes for shutdowns |
| Problem solving skills to: | * maintain situational awareness in the work area * analyse and use sensory information to adjust process and to maintain and co-ordinate safety and quality. |

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| Unit Mapping Information | | | |
| Code and title current version | Code and title previous version | Comments | Equivalence status |
| PPMCPP330 Co-ordinate the shutdown of coated paper processes | PPMCPP330A Co-ordinate the shutdown of coated paper processes |  | Equivalent unit |

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| Links | Companion Volumes, including Implementation Guides, are available at VETNet:  https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=12998f8d-d0ac-40bc-a69e-72a600d4fd93 |

| TITLE | Assessment requirements for PPMCPP330 Co-ordinate the shutdown of coated paper processes |
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| Performance Evidence | |
| A person demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit, and must be able to provide sufficient evidence that they can undertake planned and unplanned shutdowns, at least twice in line with required enterprise intervals, by:   * implementing planned equipment and plant shutdown procedures for coated paper processes and following workplace schedules and requirements * implementing isolation and lock out requirements according to standard operating procedures (SOP) * following procedures to communicate with relevant personnel and preparing equipment for restart after a planned shutdown * using and interpreting electronic control systems, including Digital Control System (DCS), touch screens or robotics to control equipment and processes during shutdowns * assessing the cause and effect of an unplanned shutdown for coated paper processes and rectifying abnormal conditions causing a shutdown * communicating with stakeholders about shutdowns, including internal and external customers and suppliers, team members, production/service co-ordinators, maintenance services, operator support personnel, operational management and statutory authorities * selecting and using appropriate forms of communication, from written or verbal, to inform about shutdown causes and corrective action, according to SOP * recording and reporting on shutdowns and corrective actions, in accordance with organisational requirements. | |

| Knowledge Evidence |
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| A person competent in this unit must be able to demonstrate knowledge of:   * organisational procedures relevant to workplace health and safety with particular emphasis on: * use of personal protective equipment (PPE) * equipment lock out and isolation procedures * handling chemicals and hazardous substances, including spill and disposal guidelines * plant clearance requirements * emergency procedures and responses * job safety analysis documentation and processes * plant permit systems and processes * high risk load shifting licensing requirements where relevant * major hazard facility requirements where relevant * documentation and procedures relevant to plant and system shutdowns for coated paper processes including: * Standard Operating Procedures (SOP) * productivity requirements * quality procedures * machinery and plant manufacturing operating manuals * enterprise policies and procedures * Material Safety Data Sheets (MSDS) * maintenance logs * job sheets * site agreements * process and instrument diagrams * machine manuals * troubleshooting guides * incidents reports * plant and equipment and their functions for coated paper processes * types, causes and effects of coated paper processes and related materials used in coated paper processes including chemicals and polymers, power, water, additives, steam, labels, felts, equipment, gas, accessories (parts) and air * base paper coated paper processes, system layout and associated services sufficient to carry out shutdown activities * production needs including output targets, production scheduling quality requirements, resources and energy use, waste minimisation * processes and procedures for plant shutdowns and unplanned shutdowns * required responses to all unplanned shutdowns (power outage, mechanical breakdown, blockages, jamming, air supply, control system failure) to ensure safety quality and productivity * operation and application of electronic and other control systems, to make appropriate adjustments that control coated paper processes |

| Assessment Conditions |
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| The following resources must be made available:   * access to the full range of equipment involved in integrated continuous manufacturing of coated paper processes in a pulp or paper manufacturing facility * electronic screens and alarms, process control systems, analogue and digital instrumentation for coated paper processes * equipment, machinery and resources to co-ordinate the shutdown of coated paper systems * applicable work health and safety (WHS) and isolation work place procedures, environmental guidelines and safe working requirements, risks and hazard identification and workplace housekeeping requirements * personal protective equipment required for operating coated paper processes * relevant personnel for the purposes of communicating information * sample workplace documentation on work health and safety (WHS) procedures, risks and hazards identification procedures, environmental and safe working requirements/practices, SOP and housekeeping requirements.   Competency is to be assessed in the workplace or in a productive environment that accurately reflects performance in a workplace.  Assessor requirements  Assessors must:   * hold the appropriate assessor competency standards as outlined in regulations; and * be able to demonstrate vocational competencies at least to the level being assessed; and * be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence. |

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