Modification history

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

| PPMFCO320 | Prepare and start up finishing and converting operations |
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| Application | This unit of competency describes the outcomes required to follow production requirements to prepare, check and start up finishing and converting operations and to control product quality and production, in a pulp or paper manufacturing facility.  The unit applies to productions operators and technicians who prepare and start up finishing and converting operations. Finishing and converting operations describe a range of systems and subsystems, including winding and re-winding, decorating, lotionising, calendaring, water marking, perforating, slitting and cutting, embossing, laminating, folding, printing, bonding, core making, wrapping and packing.  No licensing, legislative, regulatory, 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. Establish production requirements for startup | 1.1. Confirm planned production requirements and communicate to relevant personnel according to work health and safety (WHS), production requirements and Standard Operating Procedures (SOP).  1.2. Interpret production plan for finishing and converting operations.  1.3. Check product specifications.  1.4. Confirm product supplies are available for production. |
| 2. Conduct setup for product change | 2.1. Undertake pre-setup checks on equipment and systems.  2.2. Identify missing or faulty components and report or rectify with level of responsibility.  2.3. Follow isolation procedures, as required.  2.4. Communicate and co-ordinate changes to product requirements to relevant personnel.  2.5. Load, install and adjust components and accessories for set up as required.  2.6. Lift or sign off of all isolations, where applicable.  2.7. Make initial quality checks and adjust components, as required. |
| 3. Start up finishing and converting operations | 3.1. Conduct quality assurance checks on start up of finishing and converting operations to maintain processes.  3.2. Carry out process adjustments from start up, as required.  3.3. Identify and rectify faults, as required.  3.4. Communicate confirmation for start up to relevant personnel. |

| 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 instruments, gauges and data recording equipment during finishing and converting processes. |
| Oral communication skills to: | * select and use appropriate spoken communication strategies with work colleagues and other personnel on site. |
| Reading skills to: | * read and interpret diagrams on safety and equipment in operational manuals when undertaking converting and finishing processes. |
| Writing skills to: | * complete forms and records accurately and legibly using correct technical vocabulary. |
| 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, quality and production needs. |

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| Unit Mapping Information | | | |
| Code and title current version | Code and title previous version | Comments | Equivalence status |
| PPMFCO320 Prepare and start up finishing and converting operations | FPPFCO320A Prepare and start up finishing and converting operations |  | 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 PPMFCO320 Prepare and start up finishing and converting operations |
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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 evidence that they can:   * prepare and start up finishing and converting operations, at least twice in line with required enterprise intervals, to control product quality and production, in a pulp or paper manufacturing facility by: * following production requirements within level of responsibility * identifying and checking process control points * undertaking quality checks on components at set up and start up stages * monitoring and rectifying faults during start up * using electronic and other control systems, such portable control devices, touch screens or robotics to control equipment and processes during finishing and converting operations * using testing and measuring equipment required for set up * communicating effectively, through written and verbal means, and working safely with others, in the work area in preparing and starting up finishing and converting processes. | |

| 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 * production needs including output targets, production scheduling quality requirements, resources and energy use, waste minimisation * main directions in a production plan for start up requirements * fully automated, semi-automated, manually operated plant, equipment and systems appropriate to start ups for finishing and converting operations * appropriate materials and their uses in start ups for finishing and converting operations including: parent roll or reel, lotion; shrink and stretch wraps, pallets, sheet paper, labelling and stenciling, wrap paper, customer rolls, boxes, polythene wrap, glues, cartons, strapping, printing inks, shippers, reams, signs and labels, core board, scent and rolls * quality checks and tests including: roll density, core slippage, damaged packaging, reel hardness, core size, colour matching, bulk, core strength, sheet size, roll appearance, print quality, cut quality, MD&CD tensile, core scenting, packaged product, stretch, roll size, perforations, product identification and warehousing records * finishing and converting processes including: winding and re-winding, decorating, lotionising, calendaring, water marking, perforating, slitting and cutting, embossing, laminating, folding, printing, bonding, core making, wrapping and packing * electronic and other control systems, operation and application to make appropriate adjustments that control finishing and converting operations, within level of responsibility |

| Assessment Conditions |
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| The following resources must be made available:   * access to the full range of equipment and materials involved in integrated continuous manufacturing of finishing and converting operations in a pulp or paper manufacturing facility * electronic control systems which includes portable control devices, touch screens or robotics to control equipment and processes during operations * 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 when operating finishing and converting systems * relevant sample workplace documentation, procedures and reports including Standard Operating Procedures (SOP), quality procedures, environmental sustainability requirements/practices, plant manufacturing operating manuals, plant isolation documentation, and safe work documentation * relevant personnel for the purposes of communicating information.   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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