Modification history

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

| PPMWPO330 | Co-ordinate and implement waste paper shutdown |
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| Application | This unit of competency describes the outcomes required to implement, assess and record waste paper shutdowns, in a pulp or paper manufacturing facility.  The unit applies to production operators and technicians who co-ordinate and implement waste paper shutdowns. This typically involves working in a facility with complex integrated equipment and continuous operations.  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. Assess reason and effects of shutdown | 1.1. Check workplan according to documentation and procedures, workplace health and safety (WHS) procedures, productivity requirements, risks and hazards identification, environmental workplace procedures, standard operating procedures (SOP) and house keeping requirements.  1.2. Co-ordinate planned shutdown of waste paper operations from work area instructions or maintenance schedules.  1.3. Identify reasons for unplanned shutdown.  1.4. Assess the extent of the shutdown on the waste paper plant.  1.5. Communicate effects of shutdown, as required. |
| 2. Implement shutdown procedures | 2.1. Implement planned shutdown and check equipment.  2.2. Implement isolation requirements, according to standard operating procedures (SOP) and housekeeping requirements.  2.3. Shutdown process supply sections of waste paper plant. |
| 3. Record and report shutdown information | 3.1. Record shutdown information, including corrective action, process adjustments, reporting to authorised person or rectifying problem within level of responsibility.  3.2. Communicate shutdown information 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: | * use measuring equipment as required * interpret instruments, gauges and data recording equipment during shutdowns. |
| Oral communication skills to: | * select and use appropriate spoken communication strategies with work colleagues and other personnel on site when co-ordinating and implementing waste paper shutdowns. |
| Reading skills to: | * read and interpret checklists, equipment specifications, work place documentation and procedures relevant to system operations. |
| Writing skills to: | * record and report rectifications accurately and legibly, using correct technical vocabulary * access, navigate and enter computer-based information. |
| Technology skills to: | * use electronic control systems to control equipment and processes, as required. |
| 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 output. |

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| Unit Mapping Information | | | |
| Code and title current version | Code and title previous version | Comments | Equivalence status |
| PPMWPO330 Co-ordinate and implement waste paper shutdown | FPPWPO330A Co-ordinate and implement waste paper shutdown |  | 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 PPMWPO330 Co-ordinate and implement waste paper shutdown |
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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:   * co-ordinate and implement waste paper shutdowns, at least twice in line with required enterprise intervals, in a pulp and paper manufacturing facility by: * planning and safely diagnose causes and sources of waste paper shutdowns * responding to problems associated with planned and unplanned shutdowns to ensure safety, quality and productivity * undertaking corrective action on waste paper equipment and system faults * communicating effectively, through written and verbal means, the corrective actions undertaken * using safety accessories including protective and high visibility safety clothing and electronic communication equipment during system shutdowns. | |

| 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 * the types, causes and effects of waste paper planned and unplanned shutdowns * relevant documentation, regulations and procedures to co-ordinate and implement waste paper shutdowns in the pulp and paper industry including: * Standard Operating Procedures (SOP) and housekeeping * site policy and procedures * environmental sustainability requirements/practices * plant manufacturing operating manuals * furnish sheets and tally sheets * productivity requirements and quality procedures * enterprise policies and procedures and guidelines * production instructions and plant isolation documentation * maintenance logs, job sheets and operating logs * Safety Data Sheets (SDS) * process and instrument diagrams * implications and responses to hazards and risks involved in waste paper operations including steam and/or gas leaks, compressed air, electrical , entanglement, slip hazards/falls, energy, chemicals fumes and dust * key features of waste paper plant, processes, layout and associated services sufficient to carry out shutdown activities * materials and supplies used in waste paper operations including water, air, chemicals, broke, steam and electricity * required responses to all unplanned shutdowns (power outage, mechanical breakdown, blockages, jamming, air supply, control system failure) to ensure safety, quality and productivity * maintenance systems including operator level maintenance as per site agreements, operator maintenance schedules, maintenance suppliers and pro-active maintenance strategies * the operation and application of electronic and other control systems, which control the waste paper operations * productivity requirements including energy efficiency, waste minimization, evaporation minimisation, including landfill and waste water reduction , consideration of resource utilisation, including fibre efficiency, minimising delays, chemical recovery maximization, line speed, handovers and quality checks * waste paper operations including pulping, screening, de-watering and reject systems * use of equipment in waste paper operations |

| 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 waste paper operational shutdown in a pulp or paper manufacturing facility * personal protective equipment required for shutting down waste paper operations * relevant personnel for the purposes of communicating information * sample workplace documentation, procedures and reports including standard operating procedures (SOP), quality procedures ,environmental sustainability requirements/practices, plant manufacturing operating manuals, enterprise policies and procedures, oil or chemical spills and disposal guidelines, plant isolation documentation, emergency procedures and safe working 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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