

Modification history

Release	Comments
Release 1	This version released with PPM Pulp and Paper Manufacturing Training Package Version 3.0.

PPMFCO2XX	Monitor and control paper finishing and converting operations
Application	<p>This unit of competency describes the skills and knowledge required to monitor, control and report production information of paper finishing and converting operations.</p> <p>The unit applies to production workers who, under supervision, assist in the paper finishing and converting operations of a paper manufacturing facility, undertaking routine work in monitoring, identifying and solving predictable problems that occur with complex integrated equipment and continuous operations.</p> <p>Paper finishing and converting operations cover a range of systems and subsystems, including corrugating, winding and re-winding, decorating, lotionising, calendering, water marking, perforating, slitting and cutting, embossing, laminating, folding, printing, bonding, core making, wrapping and packing.</p> <p>No licensing, legislative or certification requirements apply to this unit at the time of publication.</p>
Prerequisite Unit	Nil
Unit Sector	Paper finishing and converting operations (FCO)

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare to monitor paper finishing and converting operations	1.1 Check production requirements at start of shift and plan work activities according to work health and safety and standard operating procedures 1.2 Identify health and safety hazards and report safety concerns 1.3 Select and fit personal protective equipment according to safety requirements 1.4 Check tools and equipment are operational, and supplies are available
2. Monitor and maintain processes and systems	2.1 Confirm planned production requirements and communicate to relevant personnel 2.2 Monitor and maintain operations and systems within process parameters consistent with production requirements 2.3 Interpret and respond to monitoring displays and devices according to operating procedures 2.4 Undertake setup for product change according to operating procedures
3. Control product quality and production	3.1 Monitor and control product to production and quality requirements 3.2 Conduct routine observations and assessments on product and system operations 3.3 Sample, test and record product quality to ensure production requirements are maintained 3.4 Make adjustments to control production and ensure quality requirements are maintained 3.5 Communicate changes to product requirements to relevant personnel
4. Record and report process and system information	4.1 Record system and production information 4.2 Record and communicate problems or variations with process and product to relevant personnel

Foundation Skills	
<i>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.</i>	
Skill	Description
Reading	<ul style="list-style-type: none"> Interpret information in workplace procedures and documentation
Writing	<ul style="list-style-type: none"> Complete accurate basic records in the required format
Oral communication	<ul style="list-style-type: none"> Provide information about problems or variations with process, products and equipment using clear language and industry terminology
Numeracy	<ul style="list-style-type: none"> Interpret basic numerical settings on instruments, gauges and data recording equipment Record basic numerical data for test results and production outcomes

Unit Mapping Information			
Code and title current version	Code and title previous version	Comments	Equivalence status
PPMFCO2XX Monitor and control paper finishing and converting operations	PPMFCO210 Monitor, control and shutdown finishing and converting operations	Amended unit title. Changes to elements, performance criteria, foundation skills, performance and knowledge evidence. Content relating to shut down removed and transferred to PPMCO3XX. Assessment conditions updated.	Not equivalent

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

TITLE	Assessment requirements for PPMFCO2XX Monitor and control paper finishing and converting operations
Performance Evidence	
<p>An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.</p> <p>There must be evidence that the individual has monitored and controlled paper finishing and converting operations for at least two operational intervals, including for each interval:</p> <ul style="list-style-type: none"> • completed checks throughout the process and responded appropriately to variations from process and product specifications • used electronic and other control systems to control equipment and processes • completed a set up for product change • completed accurate records for production and quality outcomes. 	
Knowledge Evidence	
<p>An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:</p> <ul style="list-style-type: none"> • workplace procedures relevant to work health and safety for paper finishing and converting operations including: <ul style="list-style-type: none"> • use of personal protective equipment • 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 • permits and licensing requirements for facility hazards and high risk plant and equipment relevant to paper finishing and converting operations • systems and subsystems relevant to paper finishing and converting operations • system layout for paper finishing and converting plant • purpose, features and operation of paper finishing and converting system, operating parameters and allowable variations • operation and application of electronic and other control systems to control paper finishing and converting operations • key features of the full range of processes involved in controlling paper finishing and converting operations and coordinating set up for product changes • purpose of, and processes for sampling and testing product quality, plant and system operations • quality requirements for different types of paper finishing and converting product • methods used to monitor paper finishing and converting operations against specified system parameters • effect of process adjustments on product quality and productivity during monitoring and operation • standard operating procedures specific to paper finishing and converting operations • procedures for communicating, recording and reporting for system operation and production outcomes and faults. 	
Assessment Conditions	
<p>Assessment of the skills in this unit of competency must take place under the following conditions:</p> <ul style="list-style-type: none"> • physical conditions: <ul style="list-style-type: none"> • skills must be demonstrated in a paper manufacturing facility or an environment that accurately reflects performance in a workplace • resources, equipment and materials: <ul style="list-style-type: none"> • paper finishing and converting system • electronic control systems which include portable control devices, touch screens or robotics to control equipment and processes • equipment and consumables for paper finishing and converting system • test and diagnostic equipment • personal protective equipment for operating finishing and converting systems 	

Assessment Conditions	
<ul style="list-style-type: none">• specifications:<ul style="list-style-type: none">• workplace and standard operating procedures relating to paper finishing and converting operations including health and safety, risks and hazards identification, plant isolation, quality, housekeeping and environmental requirements. <p>Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.</p>	
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