

**Modification history**

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

PPMFCO3XX	Perform paper finishing and converting operations
<b>Application</b>	<p>This unit of competency describes the skills and knowledge required to prepare for, startup, stabilise and shut down systems for paper finishing and converting operations.</p> <p>The unit applies to production operators who perform paper finishing and converting operations in a paper manufacturing facility, and respond to contingencies that occur working 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>
<b>Prerequisite Unit</b>	Nil
<b>Unit Sector</b>	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 for paper finishing and converting operations	1.1 Identify production requirements and specifications to plan system operation and processes 1.2 Identify work health and safety hazards, assess risks and determine control points and measures 1.3 Confirm product supplies are available for production 1.4 Select, fit, use and maintain personal protective equipment according to job requirements and task to be undertaken 1.4 Select, fit and use personal protective equipment according to job requirements and task to be undertaken 1.5 Communicate production requirements and specifications, work health and safety and environmental requirements and operating procedures to relevant personnel
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 within level of responsibility 2.3 Follow isolation procedures for conduct setup for product change 2.4 Communicate and coordinate product changes to product requirements to relevant personnel 2.5 Load, install and adjust components and accessories for set up according to work health and safety and operating procedures 2.6 Lift or sign off isolations according workplace requirements and operating procedures 2.7 Conduct initial quality checks and adjust components required for setup for product change

<b>Elements</b>	<b>Performance Criteria</b>
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
3. Start up and stabilise paper finishing and converting operations	3.1 Coordinate, communicate and implement startup procedures for paper finishing and converting operations 3.2 Confirm system functions by monitoring plant, equipment and control system and display monitors 3.3 Monitor and adjust systems to rectify variations from specifications
4. Implement and monitor system shutdown	4.1 Coordinate and communicate planned shutdown of paper finishing and converting operations to relevant personnel 4.2 Manage plant or system shutdown according to productivity, work health and safety and environmental requirements and operating procedures 4.3 Monitor functionality of equipment during shutdown 4.4 Implement isolation requirements according to operating and housekeeping procedures
5. Respond to unplanned shutdown	5.1 Respond to unplanned faults and stoppages according to operating, emergency and workplace health and safety procedures 5.2 Complete shutdown and isolation according to operating procedures 5.3 Locate and rectify cause of unplanned shutdown within area of responsibility 5.4 Communicate shutdown information to relevant personnel
6. Record and report production information	6.1 Record production and quality data and system operation information according to workplace requirements 6.2 Report problems or variations with production, quality and system to relevant personnel

<b>Foundation Skills</b>	
<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>	
<b>Skill</b>	<b>Description</b>
Reading	<ul style="list-style-type: none"> <li>Interpret information from workplace procedures and documentation</li> </ul>
Writing	<ul style="list-style-type: none"> <li>Complete records accurately and legibly using clear language and industry terminology</li> </ul>
Oral communication	<ul style="list-style-type: none"> <li>Provide information about start up and shut down operations, problems or variations with production, quality and system using clear language and industry terminology</li> </ul>
Numeracy	<ul style="list-style-type: none"> <li>Interpret numerical settings on instruments, gauges and data recording equipment</li> <li>Record numerical data for system and operational performance</li> </ul>

<b>Unit Mapping Information</b>			
<b>Code and title current version</b>	<b>Code and title previous version</b>	<b>Comments</b>	<b>Equivalence status</b>
PPMFCO3XX Perform paper finishing and converting operations	PPMFCO320 Prepare and start up finishing and converting operations	Amended unit title. Changes to elements, performance criteria, foundation skills, performance and knowledge evidence. Content relating to shutdown added. Assessment conditions updated.	Not equivalent

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

<b>TITLE</b>	<b>Assessment requirements for PPMFCO3XX Perform paper finishing and converting operations</b>
<b>Performance Evidence</b>	
<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 planned for, coordinated, and safely started up and shut paper finishing and converting operations for at least two operational intervals, including for each operational interval:</p> <ul style="list-style-type: none"> <li>• determined and monitored process control points</li> <li>• monitored, assessed causes and adjusted systems to rectify variations from specifications and unplanned shutdown</li> <li>• used and interpreted electronic control systems during operations</li> <li>• recorded and reported accurate operational data</li> <li>• communicated effectively and worked safely with others when undertaking paper finishing and converting operations.</li> </ul>	
<b>Knowledge Evidence</b>	
<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"> <li>• workplace and legislative health and safety requirements relevant to performing paper finishing and converting operations, including emergency procedures, handling chemical and hazardous substances, high risk load shifting, licensing requirements, plant clearance and permit systems</li> <li>• relevant workplace and legislative environmental sustainability requirements and practices for paper finishing and converting operations, including workplace biotechnological applications and processes</li> <li>• methods used to identify and manage hazards and risks that apply to paper finishing and converting operations</li> <li>• paper finishing and converting systems and processes, plant layout and associated services relevant to carrying out startup, stabilising and shut down activities</li> <li>• standard operating procedures specific to paper finishing and converting operations, including setting up for product change</li> <li>• types of, uses and characteristics of materials used in paper finishing and converting product and how they influence paper products</li> <li>• quality requirements for different types of paper finishing and converting products</li> <li>• product settings used for different paper finishing and converting products</li> <li>• purpose of, and processes for sampling and testing product quality, plant and system operations</li> <li>• methods used to monitor paper finishing and converting system operations against specified system parameters</li> <li>• effect of process adjustments on product quality and productivity during operation</li> <li>• application of electronic and other control systems used to operate, control and make appropriate adjustments to paper finishing and converting operations</li> <li>• responses used for unplanned shutdowns, including those caused by power outage, mechanical breakdown, blockages, jamming, air supply and control system failure.</li> <li>• procedures for communicating, recording and reporting for system operation, production outcomes and equipment faults.</li> </ul>	
<b>Assessment Conditions</b>	
<p>Assessment of the skills in this unit of competency must take place under the following conditions:</p> <ul style="list-style-type: none"> <li>• physical conditions: <ul style="list-style-type: none"> <li>• skills must be demonstrated in a paper manufacturing facility or an environment that accurately represents workplace conditions</li> </ul> </li> <li>• resources, equipment and materials: <ul style="list-style-type: none"> <li>• paper finishing and converting system and plant</li> <li>• materials used for paper finishing and converting operations</li> <li>• electronic control systems which includes portable control devices, touch screens or robotics used in paper finishing and converting systems</li> </ul> </li> </ul>	

<b>Assessment Conditions</b>
<ul style="list-style-type: none"><li>• product supplies for paper finishing and converting processes</li><li>• personal protective equipment required when operating paper finishing and converting systems</li><li>• proforma or recording system for recording system and production data and information</li><li>• specifications:<ul style="list-style-type: none"><li>• 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</li></ul></li><li>• relationships:<ul style="list-style-type: none"><li>• relevant personnel for the purposes of communicating information.</li></ul></li></ul> <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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