

**Modification history**

Release	Comments
Release 2	This version released with PPM Pulp and Paper Manufacturing Training Package Version 2.0.
Release 1	This version released with PPM Pulp and Paper Manufacturing Training Package Version 1.0.

<b>PPMFCO210</b>	<b>Monitor, control and shutdown finishing and converting operations</b>
<b>Application</b>	<p>This unit of competency describes the skills and knowledge required to monitor, control and shut down finishing and converting operations in a pulp or paper manufacturing facility.</p> <p>The unit applies to production operators and technicians who operate and monitor systems, production and product quality as well as conduct equipment shutdowns. This typically involves working in a facility with complex integrated equipment and continuous operations. Finishing and converting operations describe a range of systems and subsystems, including 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>	Pulp and Paper Manufacturing (PPM)

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. Operate and monitor processes and systems	1.1 Check production requirements at start of shift to plan day's activities considering work health and safety regulations, environmental and safe working requirements and practices 1.2 Confirm planned production requirements and communicate to relevant personnel in line with standard operating procedures (SOP) 1.3 Monitor and maintain operations and systems within process parameters consistent with production requirements in accordance with work health and safety policies and procedures 1.4 Interpret and respond to monitoring displays and devices 1.5 Undertake setup for product change 1.6 Select, fit, use and maintain personal protective equipment according to job requirements and task to be undertaken
2. Control product quality and production	2.1 Monitor and control product to production and quality requirements 2.2 Conduct routine observations and assessments on product and system operations 2.3 Make adjustments to control production and quality requirements. 2.4 Interpret and record test results 2.5 Communicate changes to product requirements to relevant personnel
3. Conduct equipment shutdown	3.1 Conduct equipment shutdown according to SOP 3.2 Communicate shutdown plan with relevant personnel 3.3 Carry out shutdown procedures 3.4 Identify and rectify cause of unplanned shutdown 3.5 Record shutdown details
4. Record process and system information	4.1 Record system and production information 4.2 Record and communicate problems or variations in performance

<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 documentation including SOP, manuals and checklists, drawings, site maps, signage for safety and access</li> <li>Interpret production requirements and work instructions</li> <li>Interpret instruments, gauges and data recording equipment</li> </ul>
Writing	<ul style="list-style-type: none"> <li>Access, navigate and enter computer-based information</li> <li>Prepare written information and enter data to support groups and teams including emails, incident and other reports, run sheets and data entry</li> </ul>
Oral communication	<ul style="list-style-type: none"> <li>Respond to problems associated with plant shutdown via radio or telephone and face to face</li> </ul>
Numeracy	<ul style="list-style-type: none"> <li>Use measuring equipment</li> </ul>
Get the work done	<ul style="list-style-type: none"> <li>Maintain situational awareness in the work area</li> <li>Identify and action problems</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>
PPMFCO210 Monitor, control and shutdown finishing and converting operations Release 2	PPMFCO210 Monitor, control and shutdown finishing and converting operations Release 1	Performance criteria added, minor changes to knowledge evidence	Equivalent unit

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

<b>TITLE</b>	<b>Assessment requirements for PPMFCO210 Monitor, control and shutdown 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. There must be evidence that the individual has:</p> <ul style="list-style-type: none"> <li>• identified and responded to shutdown causes, at least twice in line with required enterprise intervals</li> <li>• coordinated and planned shutdown activity, at least twice in line with required enterprise intervals</li> <li>• responded to problems associated with plant shutdown and unplanned shutdown to ensure safety, quality and production requirements</li> <li>• identified and monitored process control points</li> <li>• implemented isolation or lockout procedures</li> <li>• monitored and recorded production and quality information at required intervals</li> <li>• used electronic and other control systems to control equipment and processes</li> <li>• responded to production needs including output targets, production scheduling, shift requirements, quality requirements, resources and energy use and waste minimisation.</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>• organisational procedures relevant to workplace health and safety with particular emphasis on: <ul style="list-style-type: none"> <li>• use of personal protective equipment (PPE)</li> <li>• equipment lock out and isolation procedures</li> <li>• handling chemicals and hazardous substances, including spill and disposal guidelines</li> <li>• plant clearance requirements</li> <li>• emergency procedures and responses</li> <li>• job safety analysis documentation and processes</li> <li>• plant permit systems and processes</li> <li>• high risk load shifting licensing requirements where relevant</li> <li>• major hazard facility licensing requirements where relevant</li> </ul> </li> <li>• finishing and converting operations including winding and re-winding, decorating, lotionising, calendaring, water marking, perforating, slitting and cutting, embossing, laminating, folding, printing, bonding, core making, wrapping and packing</li> <li>• finishing and converting processes, layout and associated services sufficient to monitor, control and shut down finishing and converting operations within level of responsibility</li> <li>• types, causes and effects of finishing and converting plant shutdowns</li> <li>• required responses to all unplanned shutdowns - including power outage, mechanical breakdown, blockages, jamming, air supply and control system failure to ensure safety quality and productivity</li> <li>• process and procedures for plant shutdowns and unplanned shutdowns</li> <li>• plant and machinery functions and operations</li> <li>• sampling and testing process for plant and system operations, and process monitoring - including purpose, standards and procedures as per site agreements</li> <li>• finishing and converting equipment and auxiliary systems</li> <li>• equipment setup procedures and adjustments</li> <li>• product types and quality requirements</li> <li>• designated areas for waste.</li> </ul>

<b>Assessment Conditions</b>
<p>Assessment of skills must take place under the following conditions:</p> <ul style="list-style-type: none"> <li>• physical conditions: <ul style="list-style-type: none"> <li>• a workplace or a productive environment that accurately reflects performance in a workplace</li> </ul> </li> <li>• resources, equipment and materials: <ul style="list-style-type: none"> <li>• 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</li> <li>• electronic control systems which includes portable control devices, touch screens or robotics to control equipment and processes during shutdown operations</li> </ul> </li> </ul>

Assessment Conditions	
<ul style="list-style-type: none"><li>• fully automated, semi-automated, manually operated plant and equipment appropriate to finishing and converting operations</li><li>• test and diagnostic and cleaning equipment</li><li>• PPE required when operating finishing and converting systems</li><li>• specifications:<ul style="list-style-type: none"><li>• 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</li><li>• electronic control systems which includes portable control devices, touch screens or robotics to control equipment and processes during shutdown operations</li><li>• relevant sample workplace documentation, procedures and reports including standard operating procedures, quality procedures, environmental sustainability requirements/practices, plant manufacturing operating manuals, plant isolation documentation, and safe work documentation.</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>	
Links	Companion Volumes, including Implementation Guides, are available at VETNet: <a href="https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=12998f8d-d0ac-40bc-a69e-72a600d4fd93">https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=12998f8d-d0ac-40bc-a69e-72a600d4fd93</a>