

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.

PPMCPP330	Coordinate the shutdown of coated paper processes
Application	<p>This unit of competency describes the skills and knowledge required to assess and execute planned and unplanned shutdowns in the pulp and paper industry. This typically involves working in a facility with complex integrated equipment and continuous operations.</p> <p>The unit applies to operators and technicians who coordinate the shutdown of coated paper processes in a pulp or paper manufacturing facility. Coated paper processes describe a range of systems and sub systems including tail feed systems, chemical and material batching, laminating and coating, splicing, clay plant operation, calendaring, pre-reeler operations, super calendaring, rewinding and drying systems.</p> <p>No licensing, legislative or certification requirements apply to this unit at the time of publication.</p>
Prerequisite Unit	Nil
Unit Sector	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. Implement planned shutdown procedures	1.1 Identify planned shutdown of coated paper process from work area instructions or maintenance schedules 1.2 Follow coated paper process materials and supplies shutdown procedures 1.3 Manage plant or system shutdowns according to production requirements, relevant workplace health and safety procedures, risks and hazards identification and environmental workplace procedures including the use of appropriate personal protective equipment 1.4 Implement isolation and lock out requirements, according to standard operating procedures (SOP) and housekeeping requirements 1.5 Ensure plant integrity and personnel safety by following workplace health and safety procedures 1.6 Communicate planned shutdown information to relevant personnel as required 1.7 Wash and clean plant and equipment for restart
2. Assess the cause and effect of an unplanned shutdown	2.1 Assess the cause and effect of an unplanned shutdown within workplace health and safety and environmental procedures, SOP and housekeeping requirements 2.2 Identify abnormal operating conditions by analysis of technical and operational information 2.3 Determine the effects of abnormal conditions to enable appropriate adjustments and rectification 2.4 Locate the source of the cause of the shutdown, to ensure rectification 2.5 Notify appropriate personnel, when abnormal operating conditions prevail 2.6 Identify safety issues relevant to an unplanned shutdown

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
3. Record and report shutdown data	3.1 Record and report shutdown data in accordance with workplace health and safety and environmental procedures, SOP, and housekeeping requirements 3.2 Record assessment and evaluation of causes and corrective actions, according to standard operating or enterprise/organisational procedures 3.3 Communicate relevant information to appropriate personnel in accordance with operational requirements

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 diagrams on equipment in operational manuals Follow instructions in safety and equipment manuals when undertaking shutdowns
Writing	<ul style="list-style-type: none"> Complete forms and records accurately and legibly using correct technical vocabulary
Numeracy	<ul style="list-style-type: none"> Interpret digital instruments, gauges and data recording equipment during shutdowns
Navigate the world of work	<ul style="list-style-type: none"> Use electronic and other control systems to control equipment and processes for shutdowns
Get the work done	<ul style="list-style-type: none"> Maintain situational awareness in the work area Analyse and use sensory information to adjust process and to maintain and coordinate safety and quality

Unit Mapping Information			
Code and title current version	Code and title previous version	Comments	Equivalence status
PPMCPP330 Coordinate the shutdown of coated paper processes Release 2	PPMCPP330 Co-ordinate the shutdown of coated paper processes Release 1	Minor changes to performance criteria and knowledge evidence Grammatical adjustment to title	Equivalent unit

Links	Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=12998f8d-d0ac-40bc-a69e-72a600d4fd93
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TITLE	Assessment requirements for PPMCPP330 Coordinate the shutdown of coated paper processes
Performance Evidence	
<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 undertaken planned and unplanned shutdowns, at least twice and has:</p> <ul style="list-style-type: none"> • implemented planned equipment and plant shutdown procedures for coated paper processes and followed workplace schedules and requirements • implemented isolation and lock out requirements according to standard operating procedures (SOP) • followed procedures to communicate with relevant personnel and prepared equipment for restart after a planned shutdown • used and interpreted electronic control systems, including digital control system, touch screens or robotics to control equipment and processes during shutdowns • assessed the cause and effect of an unplanned shutdown for coated paper processes and rectified abnormal conditions causing a shutdown • communicated with stakeholders about shutdowns, including internal and external customers and suppliers, team members, production or service coordinators, maintenance services, operator support personnel, operational management and statutory authorities • selected and used appropriate forms of communication, from written or verbal, to inform about shutdown causes and corrective action, according to SOP • recorded and reported on shutdowns and corrective actions, in accordance with organisational requirements. 	
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"> • organisational procedures relevant to workplace health and safety with particular emphasis on: <ul style="list-style-type: none"> • 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 • documentation and procedures relevant to plant and system shutdowns for coated paper processes including: <ul style="list-style-type: none"> • SOP • productivity requirements • quality procedures • machinery and plant manufacturing operating manuals • enterprise policies and procedures • safety data sheets • maintenance logs • job sheets • site agreements • process and instrument diagrams • machine manuals • troubleshooting guides • incidents reports • plant and equipment and their functions for coated paper processes • types, causes and effects of coated paper processes and related materials used in coated paper processes including chemicals and polymers, power, water, additives, steam, labels, felts, equipment, gas, accessories (parts) and air • base paper coated paper processes, system layout and associated services sufficient to carry out shutdown activities. 	

<p>Knowledge Evidence</p> <ul style="list-style-type: none"> • production needs including output targets, production scheduling quality requirements, resources and energy use, waste minimisation • processes and procedures for plant shutdowns and unplanned shutdowns • required responses to all unplanned shutdowns (power outage, mechanical breakdown, blockages, jamming, air supply, control system failure) to ensure safety quality and productivity • operation and application of electronic and other control systems, to make appropriate adjustments that control coated paper processes.

<p>Assessment Conditions</p> <p>Assessment of skills must take place under the following conditions:</p> <ul style="list-style-type: none"> • physical conditions: <ul style="list-style-type: none"> • a workplace or a productive environment that accurately reflects performance in a workplace • resources, equipment and materials: <ul style="list-style-type: none"> • access to the full range of equipment involved in integrated continuous manufacturing of coated paper processes in a pulp or paper manufacturing facility • electronic screens and alarms, process control systems, analogue and digital instrumentation for coated paper processes • equipment, machinery and resources to coordinate the shutdown of coated paper systems • PPE required for operating coated paper processes • specifications: <ul style="list-style-type: none"> • applicable workplace health and safety and isolation work place procedures, environmental guidelines and safe working requirements, risks and hazard identification and workplace housekeeping requirements • sample workplace documentation on workplace health and safety procedures, risks and hazards identification procedures, environmental and safe working requirements/practices, SOP and housekeeping 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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<p>Links</p>	<p>Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=12998f8d-d0ac-40bc-a69e-72a600d4fd93</p>
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