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.

PPMFCO320	Prepare and start up finishing and converting operations
Application	This unit of competency describes the skills and knowledge required to follow production requirements to prepare, check and start up finishing and converting operations and to control product quality and production, in a pulp or paper manufacturing facility. The unit applies to productions operators and technicians who prepare and start up finishing and converting 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. No licensing, legislative, regulatory, 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
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish production requirements for startup	1.1 Confirm planned production requirements and communicate to relevant personnel according to workplace health and safety, production requirements and standard operating procedures (SOP) 1.2 Interpret production plan for finishing and converting operations 1.3 Check product specifications 1.4 Confirm product supplies are available for production 1.5 Select, fit, use and maintain personal protective equipment according to job requirements and task to be undertaken
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 conducting setup for product change 2.4 Communicate and co-ordinate 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 SOP 2.6 Lift or sign off of all isolations, according to SOP/organisational procedures 2.7 Make initial quality checks and adjust components required for setup for product change
3. Start up finishing and converting operations	3.1 Conduct quality assurance checks on startup of finishing and converting operations to maintain processes 3.2 Carry out process adjustments from startup, according to SOP/organisational procedures 3.3 Identify and rectify faults, according to SOP/organisational procedure 3.4 Communicate confirmation for startup 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.

Skill	Description
Reading	• Interpret diagrams on safety and equipment in operational manuals when undertaking converting and finishing processes
Writing	• Complete forms and records accurately and legibly using correct technical vocabulary
Oral communication	• Select and use appropriate spoken communication strategies with work colleagues and other personnel on site
Numeracy	• Interpret instruments, gauges and data recording equipment during finishing and converting processes
Get the work done	• Maintain situational awareness in the work area • Analyse and use sensory information to adjust process and to maintain and co-ordinate safety, quality and production needs

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
PPMFCO320 Prepare and start up finishing and converting operations Release 2	PPMFCO320 Prepare and start up finishing and converting operations Release 1	Performance criteria added, minor changes to knowledge evidence	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

TITLE	Assessment requirements for PPMFCO320 Prepare and start up finishing and converting operations

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has:
- prepared and started up finishing and converting operations, at least twice in line with required enterprise intervals, to control product quality and production
- followed production requirements within level of responsibility
- identified and checked process control points
- undertaken quality checks on components at set up and startup stages
- monitored and rectified faults during startup
- used electronic and other control systems, portable control devices, touch screens or robotics to control equipment and processes during finishing and converting operations
- used testing and measuring equipment required for set up
- communicated effectively, through written and verbal means, and working safely with others, in the work area when preparing and starting up finishing and converting processes.

Knowledge Evidence

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:
- 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
- production needs including output targets, production scheduling quality requirements, resources and energy use, waste minimisation
- main directions in a production plan for startup requirements
- fully automated, semi-automated, manually operated plant, equipment and systems appropriate to startups for finishing and converting operations
- appropriate materials and their uses in startups for finishing and converting operations including: parent roll or reel, lotion; shrink and stretch wraps, pallets, sheet paper, labelling and stencilling, wrap paper, customer rolls, boxes, polythene wrap, glues, cartons, strapping, printing inks, shippers, reams, signs and labels, core board, scent and rolls
- quality checks and tests including roll density, core slippage, damaged packaging, reel hardness, core size, colour matching, bulk, core strength, sheet size, roll appearance, print quality, cut quality, MD&CD tensile, core scenting, packaged product, stretch, roll size, perforations, product identification and warehousing records
- finishing and converting processes including winding and re-winding, decorating, lotionising, calendering, water marking, perforating, slitting and cutting, embossing, laminating, folding, printing, bonding, core making, wrapping and packing
- electronic and other control systems, operation and application to make appropriate adjustments that control finishing and converting operations, within level of responsibility.

Assessment Conditions

Assessment of skills must take place under the following conditions:
- physical conditions:
  - a workplace or a productive environment that accurately reflects performance in a workplace
- resources, equipment and materials:
  - 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

Assessment Conditions

- electronic control systems which includes portable control devices, touch screens or robotics to control equipment and processes during operations
- PPE required when operating finishing and converting systems
- specifications:
  - applicable workplace health and safety and isolation work place procedures, environmental guidelines and safe working requirements, risks and hazard identification and workplace housekeeping requirements
  - 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.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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