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.

PPMWPO330	Coordinate and implement waste paper shutdown
Application	This unit of competency describes the skills and knowledge required to implement, assess and record waste paper shutdowns, in a pulp or paper manufacturing facility. The unit applies to production operators and technicians who coordinate and implement waste paper shutdowns. This typically involves working in a facility with complex integrated equipment and continuous operations. No licensing, legislative 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. Assess reason and effects of shutdown	1.1 Check and plan work according to relevant documentation, productivity requirements, environmental sustainability procedures and workplace health and safety and standard operating procedures (SOP), risks and hazards identification and housekeeping requirements 1.2 Coordinate planned shutdown of waste paper operations from work area instructions or maintenance schedules 1.3 Identify reasons for unplanned shutdown 1.4 Assess the extent of the shutdown on the waste paper plant 1.5 Communicate effects of shutdown to relevant personnel 1.6 Select, fit, use and maintain personal protective equipment according to job requirements and task to be undertaken
2. Implement shutdown procedures	2.1 Implement planned shutdown and check equipment 2.2 Implement isolation requirements, according to SOP and housekeeping requirements 2.3 Shutdown process supply sections of waste paper plant
3. Record and report shutdown information	3.1 Record shutdown information, including corrective action, process adjustments, reporting to authorised person or rectifying problem within level of responsibility 3.2 Communicate shutdown information 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	• Read and interpret checklists, equipment specifications, work place documentation and procedures relevant to system operations
Writing	• Record and report rectifications accurately and legibly, using correct technical vocabulary
Oral communication	• Select and use appropriate spoken communication strategies with work colleagues and other personnel on site when co-ordinating and implementing waste paper shutdowns.
Numeracy	• Use measuring equipment accurately • Interpret instruments, gauges and data recording equipment during shutdowns
Navigate the world of work	• Use electronic control systems to control equipment and processes • Access, navigate and enter computer-based information
Get the work done	• Maintain situational awareness in the work area • Analyse and use sensory information to adjust process and to maintain and coordinate safety, quality and output

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
PPMWPO330 Coordinate and implement waste paper shutdown Release 2	PPMWPO330 Co-ordinate and implement waste paper shutdown Release 1	Performance criteria added, minor changes to 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

TITLE	Assessment requirements for PPMWPO330 Coordinate and implement waste paper shutdown

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:
- coordinated and implemented waste paper shutdowns, at least twice in line with required enterprise intervals
- planned and safely diagnosed causes and sources of waste paper shutdowns
- responded to problems associated with planned and unplanned shutdowns to ensure safety, quality and productivity
- undertaken corrective action on waste paper equipment and system faults
- communicated effectively, through written and verbal means, the corrective actions undertaken
- used safety accessories including protective and high visibility safety clothing and electronic communication equipment during system shutdowns.

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
- the types, causes and effects of waste paper planned and unplanned shutdowns
- relevant documentation, regulations and procedures to coordinate and implement waste paper shutdowns in the pulp and paper industry including:
  - Standard Operating Procedures (SOP) and housekeeping
  - site policy and procedures
  - environmental sustainability requirements/practices
  - plant manufacturing operating manuals
  - furnish sheets and tally sheets
  - productivity requirements and quality procedures
  - enterprise policies and procedures and guidelines
  - production instructions and plant isolation documentation
  - maintenance logs, job sheets and operating logs
  - Safety Data Sheets (SDS)
  - process and instrument diagrams
- implications and responses to hazards and risks involved in waste paper operations including steam and/or gas leaks, compressed air, electrical , entanglement, slip hazards and/orfalls, energy, chemicals fumes and dust
- key features of waste paper plant, processes, layout and associated services sufficient to carry out shutdown activities
- materials and supplies used in waste paper operations including water, air, chemicals, broke, steam and electricity
- required responses to all unplanned shutdowns (power outage, mechanical breakdown, blockages, jamming, air supply, control system failure) to ensure safety, quality and productivity
- maintenance systems including operator level maintenance as per site agreements, operator maintenance schedules, maintenance suppliers and pro-active maintenance strategies
- the operation and application of electronic and other control systems, which control the waste paper operations
- productivity requirements including energy efficiency, waste minimisation, evaporation minimisation, including landfill and waste water reduction, consideration of resource utilisation, including fibre

Knowledge Evidence
efficiency, minimising delays, chemical recovery maximization, line speed, handovers and quality checks • waste paper operations including pulping, screening, de-watering and reject systems • use of equipment in waste paper operations.

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 involved in integrated continuous manufacturing of waste paper operational shutdown in a pulp or paper manufacturing facility
    • PPE required for shutting down waste paper operations
• specifications:
    • sample workplace documentation, procedures and reports including SOP, quality procedures ,environmental sustainability requirements/practices, plant manufacturing operating manuals, enterprise policies and procedures, oil or chemical spills and disposal guidelines, plant isolation documentation, emergency procedures and safe working requirements.
 	
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