



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **FPPPRV320A Co-ordinate and direct clothing changes**

**Release: 1**

## FPPPRV320A Co-ordinate and direct clothing changes

### Modification History

Not Applicable

### Unit Descriptor

#### Unit descriptor

This unit describes the outcomes required to co-ordinate and direct clothing changes in the pulp and paper industry

General legislation, regulatory, licensing and certification requirements applicable to this unit are detailed in the range statement

Specific high risk and (non-high risk) load shifting licensing requirements for this unit may be applicable and are to be met separately and prior to the achievement of this unit

### Application of the Unit

#### Application of the unit

This unit applies to operators who co-ordinate and direct clothing changes in the pulp and paper industry. This work typically involves complex integrated equipment and continuous operations

This unit generally applies to those who:

- prepare machine and equipment for clothing change
- remove and install machine clothing, and
- prepare machine section for production

to meet safety, quality and productivity requirements

### Licensing/Regulatory Information

Refer to Unit Descriptor

### Pre-Requisites

Not Applicable

## **Employability Skills Information**

**Employability skills**      This unit contains employability skills

## **Elements and Performance Criteria Pre-Content**

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare machine and equipment for clothing change	1.1. Machine and equipment are prepared for clothing change within Occupational Health and Safety (OHS) regulations, environmental and safe working requirements/practices, Standard Operating Procedures (SOP), and housekeeping requirements 1.2. Clothing problems causing production issues are identified 1.3. Clothing change need is determined 1.4. New clothing to be installed is identified 1.5. Isolation/lock outs and equipment for clothing change are prepared 1.6. Crew are directed to prepare new clothing as required 1.7. Machine shut and isolation/lockouts are confirmed as required 1.8. Clothing removal is prepared as required
2. Remove and install machine clothing	2.1. Machine clothing is removed and installed within OHS regulations, environmental and safe working requirements/practices, SOP, and housekeeping requirements 2.2. Machine clothing is removed as required 2.3. Machine parts are dismantled or removed as required 2.4. Machine clothing is installed as required 2.5. Machine parts are installed or replaced as required 2.6. Isolation/lockouts are removed as required
3. Prepare machine section for production	3.1. Machine section is prepared for production within OHS regulations, environmental and safe working requirements/practices, SOP, and housekeeping requirements 3.2. Clothing section is inspected for potential hazards 3.3. Clothing is tensioned to operating requirements 3.4. Clothing guiding system is checked to operating requirements

**ELEMENT****PERFORMANCE CRITERIA**

3.5. Clothing details are recorded as required

**Required Skills and Knowledge****REQUIRED SKILLS AND KNOWLEDGE**

This describes the skills and knowledge required for this unit.

**Required skills**

- Uses required forms of communication in co-ordinating and directing clothing changes
- Reads and interprets required documentation, procedures and reports
- Accesses, navigates and enters computer-based information
- Uses electronic control systems to control equipment and processes as required
- Identifies and actions problems within level of responsibility
- Identifies and monitors process control points
- Plans and organises clothing changes
- Directs crews during clothing change
- Recognises clothing problems
- Maintains situational awareness in the work area
- Applies manual handling techniques
- Operates high risk and (non-high risk) load shifting equipment as required
- Analyses and uses sensory information to adjust process to maintain and co-ordinate safety, quality and productivity
- Uses electronic and other control systems to control equipment and processes as required

**Required knowledge**

- Procedures, regulations and legislative requirements relevant to co-ordinating and directing clothing changes including OHS, environmental including relevant sustainability requirements/practices, SOP, isolation procedures, safe working requirements, risks and hazard identification and housekeeping
- Relevant forms of communication
- Detailed knowledge of machine, plant, processes and associated services insofar as they relate to clothing changes including:
  - plant layout
  - theory of operation
  - causes and effects of adjustments made to processes
  - relationships between plant, processes and associated services

**REQUIRED SKILLS AND KNOWLEDGE**

- Problem-solving techniques consistent with level of responsibility
- Quality requirements
- Clothing properties
- Clothing problems and impact on productivity and quality
- Application of high risk (and non-high risk) load shifting equipment as required
- Manual handling risks and techniques
- Sensory information that indicates a deviation from standard operating parameters
- Sufficient knowledge of electronic and other control systems, operation and application to make appropriate adjustments for clothing changes, within level of responsibility

# Evidence Guide

## EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

### Overview of assessment

#### Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence should be relevant to the work. It should satisfy the requirements of the elements and performance criteria and include consideration of:

- the required knowledge and skills tailored to the needs of the specific workplace
- applicable OHS regulations, environmental and safe working requirements/practices, SOP and housekeeping requirements
- applicable aspects of the range statement
- practical workplace demonstration of skills in co-ordinating and directing clothing changes

#### Context of and specific resources for assessment

A workplace assessment must be used to assess:

- the application of required knowledge on the job
- the application of skills on the job, over time and under a range of typical conditions that may be experienced in co-ordinating and directing clothing changes

Access to the full range of equipment involved in integrated continuous manufacturing in a pulp or paper mill is required

#### Method of assessment

A combination of assessment methods should be used. The following examples are appropriate for this unit:

- observation of applied skills and knowledge on the job
- workplace demonstrations via a mock-up or simulation that replicate part/s of the job
- answers to written or verbal questions about specific skills and knowledge
- third-party reports from relevant and skilled personnel
- written evidence e.g. log sheet entries, checklist entries, test results

Assessment processes and techniques must be culturally appropriate and in keeping with the language

## EVIDENCE GUIDE

and literacy capacity of the learner and the work being performed. This includes conducting an assessment in a manner that allows thoughts to be conveyed verbally so that the learner can both understand and be understood by the assessor (e.g. use plain English and terminology used on the job)

A holistic assessment with other units relevant to the pulp and paper industry, mill and job role is recommended

Additional information on approaches to assessment for the pulp and paper industry is provided in the Assessment Guidelines for this Training Package

## Range Statement

### RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Systems and functions may include:

- isolations
- crane operation

Materials, supplies and stock may include:

- clothing
- ropes

Equipment may include:

- crane
- slings
- frames
- computer systems
- electronic screens and alarms
- process control systems

Electronic control systems may include:

- Digital Control System (DCS)
- touch screens

Clothing problems may include:

- end of life
- score mark
- hole/tear



## RANGE STATEMENT

- trial clothing
  - failed seam
  - crease
  - narrow
  - blind
  - scold mark
  - compacted
  - scorched
- Hazards and risks may include:
- steam and/or gas leaks
  - fires
  - nip points
  - compressed air
  - hot surfaces
  - slippery surfaces
  - heights
  - electrical
  - entanglement
  - slip hazards/falls
  - energy
  - pressures
  - manual handling
- Legislation, regulatory, licensing and certification requirements may include:
- OHS and environmental requirements (local, state and commonwealth)
  - activity or task specific high risk (and non-high risk) load shifting licensing requirements
- Documentation, procedures and reports may include:
- SOP
  - risk assessments
  - site policy and procedures
  - environmental sustainability requirements/practices
  - plant manufacturing operating manuals
  - confined space requirements
  - vendor documentation
  - reference manual
  - grade specifications
  - quality procedures
  - oil or chemical spills and disposal guidelines
  - plant isolation documentation
  - housekeeping
  - safe work documentation e.g. plant clearance,

## RANGE STATEMENT

- job safety analysis, permit systems
  - maintenance logs
  - job sheets
  - operating log
  - production instructions
  - Materials Safety Data Sheets (MSDS)
  - process and instrument diagrams
- Actions may include:
- process adjustments
  - reporting to authorised person
  - rectifying problem within level of responsibility
- Communications may include
- interaction with:
- team members
  - production/service co-ordinators
  - internal/external customers and suppliers
  - maintenance services
  - operational management
  - statutory authorities
- Situational awareness may include
- awareness of:
- traffic
  - pedestrians
  - location of equipment
  - product
  - hazards
  - obstructions
  - unexpected movement
- Sensory information may include:
- visual
  - sound
  - feel
  - touch
  - smell
  - vibration
  - temperature
- Forms of communications may include:
- written e.g. log books, emails, incident and other reports, run sheets, data entry
  - reading and interpreting documentation e.g. standard operating procedures, manuals, checklists, drawings
  - verbal e.g. radio skills, telephone, face to face,

## **RANGE STATEMENT**

- handover
- non-verbal e.g. hand signals, alarms, observations
- signage e.g. safety, access

## **Unit Sector(s)**

Not Applicable