



Australian Government

Department of Education, Employment and Workplace Relations

MSACMT662A Develop a documentation control strategy for a manufacturing enterprise

Release: 1

MSACMT662A Develop a documentation control strategy for a manufacturing enterprise

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the knowledge and skills needed to develop and implement a documentation control strategy for a manufacturing enterprise such as might be needed to comply with ISO9000 or other reasons.
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Application of the Unit

Application of the unit	<p>In a typical scenario, a person (who may be a manager, technical specialist or other person) implementing a competitive manufacturing strategy is required to develop and/or improve a system to ensure manufacturing and related supporting documents are controlled in a manner which is appropriate for their use in the organisation.</p> <p>This unit primarily requires the application of problem solving, initiative and enterprise, and planning and organising skills associated with developing effective documentation strategies. This work is done in the context of using computer technology and also requires aspects of self management and learning to ensure improvement of own performance.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	
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Employability Skills Information

Employability skills	This unit contains employability skills.
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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.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify and obtain agreement to document management standards	1.1. Establish an appropriate working group of stakeholders 1.2. Agree on purpose and scope of document management standards including interaction with production, maintenance, logistics, sales and marketing systems 1.3. Identify any relevant external standards and conventions 1.4. Agree on document control, tracking and updating processes 1.5. Document the document management standards and circulate to relevant stakeholders 1.6. Negotiate any variations
2. Determine document style and establish standards and conventions	2.1. Consider potential document style/s 2.2. Agree on document conventions and layout 2.3. Agree on standard symbols, abbreviations and similar 2.4. Produce a style sheet, document model or template as appropriate 2.5. Check document style conforms to document management standards 2.6. Circulate to relevant stakeholders and negotiate any variations
3. Implement document control strategy	3.1. Develop a document control strategy and procedures including arrangements ongoing review of strategy 3.2. Establish mechanisms to check documents conform to the control strategy 3.3. Arrange for appropriate staff development 3.4. Monitor implementation of document control strategy 3.5. Make improvements to the documentation control strategy as appropriate

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- negotiating
- communication
- team work
- problem solving
- planning and organising
- relevant computer applications which may include:
 - word processing
 - spreadsheets
 - database
 - drawing/CAD/CAM

Required knowledge

- knowledge of documents and documentation control
- needs of the organisation and its individuals

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, the range statement and the assessment guidelines for this training package.	
Overview of assessment requirements	The person will be able to develop a document control strategy which will meet the needs of the organisation and its people.
What are the specific resource requirements for this unit?	Access to a workplace using or implementing document control strategies is required. No other specific resources are required.
In what context should assessment occur?	Assessment will need to occur in a competitive manufacturing organisation and where the individual is responsible for the document control strategy or by case study.
Are there any other units which could or should be assessed with this unit or which relate directly to this unit?	This unit may be assessed concurrently with appropriate units.
What method of assessment should apply?	Assessors must be satisfied that the person can consistently perform the unit as a whole, as defined by the Elements, Performance Criteria, skills and knowledge. A holistic approach should be taken to the assessment. Assessors should gather sufficient, fair, valid, reliable, authentic and current evidence from a range of sources. Sources of evidence may include direct observation, reports from supervisors, peers and colleagues, project work, samples, organisation records and questioning. Assessment should not require language, literacy or numeracy skills beyond those required for the unit. The assessee will have access to all techniques, procedures, information, resources and aids which would normally be available in the workplace. The method of assessment should be discussed and agreed with the assessee prior to the commencement of the assessment.
What evidence is required for demonstration of consistent performance?	Evidence should be available from an extended period of time and may be historic if the person has been in this role for some time.

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.

External standards and conventions

- External standards include ISO9000, *AGPS Style Manual*, Engineering and other technical standards, drawing standards, organisational style/marketing guides etc.
- External standards and conventions also include documentation requirements of suppliers, customers, and regulatory agencies.

Unit Sector(s)

Unit Sector	Tools
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Co-requisite units

Co-requisite units	
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Functional area

Functional Area	
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