



Australian Government

PMBPREP205 Assemble materials and equipment for production

Release: 1

PMBPREP205 Assemble materials and equipment for production

Modification History

Release 1. Supersedes and is equivalent to PMBPREP205C Assemble materials and equipment for production

Application

This unit of competency covers the skills and knowledge required to select and assemble materials and equipment in preparation for production.

This unit of competency applies to operators who are required to interpret product specifications, select materials and equipment, organise and confirm delivery of material/equipment, and sequence and place the materials/equipment correctly for production.

This unit of competency applies to an individual working alone or as part of a team or group and working in liaison with other shift team members, team leader and supervisor, as appropriate.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Preparation

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

1	Identify required materials and equipment	1.1	Interpret product specifications
		1.2	Identify required materials, including additives
		1.3	Identify trade names for required product
		1.4	Determine quantity of materials required for product

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| | | 1.5 | Identify required equipment, including handling, control and material preparation equipment |
| 2 | Locate materials and equipment | 2.1 | Locate required materials, equipment and machinery |
| | | 2.2 | Mark items off on check list as required |
| | | 2.3 | Identify non-conformances and report as required |
| | | 2.4 | Identify and prepare appropriate holding area |
| 3 | Assemble materials and equipment | 3.1 | Use good manual handling practices |
| | | 3.2 | Follow work health and safety (WHS) and other relevant procedures |
| | | 3.3 | Collect and organise materials in a manner that ensures storage compatibility |
| | | 3.4 | Visually check materials according to procedures |
| | | 3.5 | Collect holding sample according to procedures |
| | | 3.6 | Record details of specification and sample as required |
| 4 | Organise internal workplace delivery of materials/ equipment as required | 4.1 | Organise placement of material to required locations using enterprise procedures |
| | | 4.2 | Notify and confirm delivery in accordance with enterprise requirements/procedures |
| | | 4.3 | Follow workplace procedures as required by enterprise |
| 5 | Store materials for production as required | 5.1 | Identify storage requirements |
| | | 5.2 | Check holding area conditions meet material requirements |
| | | 5.3 | Store materials as required for production and to meet health and safety needs |
| | | 5.4 | Complete required workplace documentation/records |

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| 6 | Respond to routine problems to procedures | 6.1 | Recognise known problems that occur during the operation |
| | | 6.2 | Identify and take action on causes of routine problems |
| | | 6.3 | Log problems as required |
| | | 6.4 | Identify non-routine process and quality problems and take appropriate action |

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Regulatory framework The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used.

Applicable legislation, regulations, standards and codes of practice include:

- health, safety and environmental (HSE) legislation, regulations and codes of practice relevant to the workplace, manual handling and hazardous materials
- Australian/international standards relevant to the materials being used and products being made
- any relevant licence and certification requirements.

All operations to which this unit applies are subject to stringent HSE requirements, which may be imposed through state/territory or federal legislation, and these must not be compromised at any time. Where there is an apparent conflict between performance criteria and such requirements the legislative requirements take precedence.

Procedures All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, and include one or any combination of:

- emergency procedures
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant.

Tools and equipment Tools and equipment include one or more of:

- hand carts and trolleys
- knives and other bag opening equipment
- hoists/lifting equipment not requiring any special permits or licences
- bung spanners and similar
- basic hand tools required for opening of material packaging
- relevant personal protective equipment (PPE).

Problems Routine problems must be resolved by applying known solutions.

Routine problems are predictable and include one or more of:

- equipment malfunction
- non-supply or incorrect supply of materials
- use of incorrect materials
- variations in materials
- contamination of materials
- incorrect quantity of materials/additives.

Known solutions are drawn from one or more of:

- procedures
- training
- remembered experience.

Non-routine problems must be reported according to according to relevant procedures.

Hazards Hazards must be identified and controlled. Identifying hazards requires consideration of:

- heat, smoke, dust, vapours or other atmospheric hazards
- hazardous products and materials
- sharp edges, protrusions or obstructions
- slippery surfaces, spills or leaks
- electricity
- gas
- gases and liquids under pressure
- structural hazards
- equipment failures
- rotational equipment or vibration
- machinery, equipment and product mass
- limited head spaces or overhangs
- working at heights
- working in restricted or confined spaces
- other hazards that might arise.

Unit Mapping Information

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Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=932aacef-7947-4c80-acc6-593719fe4090>