



**Australian Government**

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

# **FPPQAS420A Co-ordinate in-process quality assurance**

**Release: 1**

## **FPPQAS420A Co-ordinate in-process quality assurance**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Unit descriptor**

This unit describes the outcomes required to co-ordinate in-process quality assurance in the pulp and paper industry  
General legislation, regulatory, licensing and certification requirements applicable to this unit are detailed in the range statement

### **Application of the Unit**

#### **Application of the unit**

This unit applies to operators who co-ordinate in-process quality assurance in the pulp and paper industry within company quality assurance policy, practices and procedures. This work typically involves complex integrated equipment and continuous operations

This unit generally applies to those who:

- identify and monitor critical control points in-process system, and
- monitor performance in the process system

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. Identify and monitor critical control points in-process system	1.1. Critical control points in the in-process system are identified and monitored within Occupational Health and Safety (OHS) regulations, environmental and safe working requirements/practices, Standard Operating Procedures (SOP), and housekeeping requirements 1.2. Critical control points in the in-process system are identified to determine priorities for checking and maintaining quality 1.3. Performance is monitored at each critical control point in the in-process system to assure quality and to identify need for corrective action
2. Monitor performance in the process system	2.1. Performance in the process system is monitored within OHS regulations, environmental and safe working requirements/practices, SOP, and housekeeping requirements 2.2. Product and process is monitored within the in-process quality assurance system and adjusted to achieve performance within standards 2.3. Relevant performance criteria is communicated to enable the required action to be taken 2.4. Product is inspected and action taken

## 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 in-process quality assurance
- Reads and interprets required documentation, procedures and reports
- Accesses, navigates and enters computer-based information
- Identifies the critical control points in the process system
- Identifies options to rectify problems
- Identifies and actions problems within level of responsibility

## **REQUIRED SKILLS AND KNOWLEDGE**

- Identifies product and process trends from in-process inspections and/or test results

### **Required knowledge**

- Procedures, regulations and legislative requirements relevant to co-ordinating in-process quality assurance including OHS, environmental including relevant sustainability requirements/practices, SOP, isolation procedures, safe working requirements, risks and hazard identification and housekeeping
- Basic problem-solving techniques consistent with level of responsibility
- Action to be taken when actual and/or emerging performance is outside specification limits
- Quality assurance problems that need to be addressed
- Contents of inspection and/or test schedules
- Implication of inadequate attention to monitoring process and product quality
- Roles, responsibilities and steps necessary to isolate and quarantine suspect product
- Importance of maintaining equipment and instrument calibration
- The potential environmental impact of out-of-standard performance to their customers

# 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 in-process quality assurance

#### 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 in-process quality assurance

Access to the full range of equipment involved in co-ordinating in-process quality assurance 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.

- |  |   |
|--|---|
| Company instructions   | <ul style="list-style-type: none"> <li>• will be provided for sampling and in-process inspection and testing activities</li> </ul>  |
| Monitoring and reporting will typically involve:                               | <ul style="list-style-type: none"> <li>• the use and presentation of verbal and written information; the latter in standard format</li> </ul>   |
| Recording may be:  | <ul style="list-style-type: none"> <li>• by manual and/or electronic methods in standard format</li> </ul>  |
| Legislation, regulatory, licensing and certification requirements may include: | <ul style="list-style-type: none"> <li>• OHS and environmental requirements (local, state and commonwealth)</li> </ul>  |
| Documentation, procedures and reports may include:                             | <ul style="list-style-type: none"> <li>• SOP</li> <li>• quality procedures</li> <li>• environmental sustainability requirements/practices</li> <li>• plant manufacturing operating manuals</li> <li>• enterprise policies and procedures</li> </ul> |

## RANGE STATEMENT

- ISO9000
  - oil or chemical spills and disposal guidelines
  - plant isolation documentation
  - safe work documentation e.g. plant clearance, job safety analysis, permit systems
- Actions may include:
- process adjustments
  - reporting to authorised person
  - rectifying problem within level of responsibility
- Communications may include
- interaction with:
- internal/external customers and suppliers
  - team members
  - production/service co-ordinators
  - maintenance services
  - operational support personnel
  - operational management
  - statutory authorities
- Forms of communication may include:
- written e.g. log books, emails, incident and other reports, run sheets, data entry
  - reading and interpreting documentation e.g. SOP, manuals, checklists, drawings
  - verbal e.g. radio skills, telephone, face to face, handover
  - non-verbal e.g. hand signals, alarms, observations
  - signage e.g. safety, access

## Unit Sector(s)

Not Applicable