



**Australian Government**

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

# **LMFFT4004B Establish and monitor production inventory requirements**

**Revision Number: 1**

## LMFFT4004B Establish and monitor production inventory requirements

### Modification History

Not applicable.

### Unit Descriptor

<b>Unit descriptor</b>	This unit covers the competency to determine, specify and document the production materials and consumables required for the production of mass-produced and customised fittings, equipment and assemblies. This unit does not cover the management of the inventory.
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### Application of the Unit

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### Licensing/Regulatory Information

Not applicable.

### Pre-Requisites

<b>Prerequisite units</b>	Nil	

### Employability Skills Information

<b>Employability skills</b>	This unit contains employability skills.
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## Elements and Performance Criteria Pre-Content

<p>Elements describe the essential outcomes of a unit of competency.</p>	<p>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.</p>
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## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify materials requirements	1.1. Drawings and specifications for materials are read and interpreted 1.2. Sources of product supply are identified 1.3. Normal quantity supply and matching storage facilities and equipment are identified 1.4. Material safety data sheets or other supplier safety information are read and any relevant engineering controls or personal protection equipment are identified, any additional resources required for safe workplace handling and storage of the materials are documented and reported 1.5. Procedures to deal with fire or explosion risk, spills or injury are identified and recorded
2. Monitor consumables and production materials	2.1. Consumables and production materials are checked for conformity to design specification and capacity to meet the requirements of the end product 2.2. Any non-conformity in materials is noted and possible causes investigated and documented, including any variations, which may need to be made to the production process or materials used 2.3. Materials and consumables are compared with competitive products, market information and recommendations are made on preferred options 2.4. Preparation procedures for consumables and production materials are identified and checked for required additives, consumables and other materials or equipment requirement 2.5. Materials ordering, storage, safe movement and waste disposal needs are identified
3. Document materials estimates	3.1. All procedures for the estimates process are checked for conformity with workplace procedures 3.2. Cost reports (including time, maintenance) are prepared 3.3. Estimates are authorised by appropriate personnel for implementation 3.4. Recommendations for variations to materials specifications are made to appropriate personnel

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

#### Required skills

- research, collect, organise and understand information related to the production inventory, including the relevant technical, regulatory, environmental and safety requirements
- communicate ideas and information to enable clarification of the inventory requirements and availability and the reporting of outcomes and proposals
- plan and organise activities to avoid any back tracking, workflow interruptions or wastage
- work with others and in a team by recognising dependencies and using cooperative approaches to optimise workflow and productivity
- use mathematical ideas and techniques to correctly calculate inventory requirements, taking into account lead times, re-order triggers, impacts of turnover and supply margins
- create and apply systematic problem solving techniques to anticipate interruptions to supply and to avoid surplus holdings and wastage
- use the workplace technology, including calculators and measuring devices and computing/computer-aided systems

#### Required knowledge

- company business policies and plans, including procedures for company products, market, work systems and equipment
- authorised production processes and plans and related materials and consumables
- materials and process characteristics and special requirements
- commercial supply systems, including standard documentation support processes
- cost-benefit analysis or equivalent techniques

## 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.

#### Critical aspects of evidence

- Locate, interpret and apply relevant information
- Apply safety requirements throughout the work sequence, including the use of personal protective clothing and equipment
- Identify process requirements in terms of materials and specialist equipment
- Identify appropriate materials and consumables to match production and product quality standards
- Identify commercially viable sources of materials and consumables
- Calculate materials and other resource requirements and costs
- Cost and document requirements
- Identify the impact of decisions in terms of commercial, environmental and safety risks

#### Resource implications

Access to production plans, materials and consumables specifications, commercial supply system indices, directories and catalogues, financial resources and delegations, and appropriate software.

#### Method of assessment

Assessment methods must confirm consistency of performance over time and in a range of workplace relevant contexts.

Assessment should be by direct observation of tasks and questioning on underpinning knowledge.

Assessment should be conducted over time and may be in conjunction with assessment of other units of competency.

#### Context of assessment

Assessment may occur on the job or in a workplace simulated facility with relevant process equipment, materials, work instructions and deadlines.

## 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.

#### Unit scope

- This unit covers the work involved in identifying and documenting appropriate amounts of materials and consumables to support production
- Decisions are made within the context of application of process, materials knowledge and estimates and extensive knowledge of the required production output and product quality standards
- The function is undertaken in accordance with established enterprise procedures, and practices may include requirements recommended by manufacturers

#### Unit context

- OHS requirements include legislation, building codes, material safety management systems, hazardous substances and dangerous goods codes and safe operating procedures
- Work is carried out in accordance with legislative obligations, environmental legislation, relevant health regulations, authorised handling procedures and organisation insurance requirements
- Work requires individuals to demonstrate conceptual ability, discretion, judgement and problem solving skills

#### Workplace environment

- Work may involve individual and team related activities and will normally relate to the standard forms of activity performed in the enterprise and industry
- Work is performed with minimal supervision or direction
- Customers or suppliers may be internal or external

#### Machines/equipment may include:

any machine typically used in the furnishing industry

<b>RANGE STATEMENT</b>	
	<ul style="list-style-type: none"> <li>microprocessor or computer-controlled machines</li> </ul> <p>both production and facility equipment used in the enterprise</p>
<b>Materials may include but are not limited to:</b>	<ul style="list-style-type: none"> <li>timber</li> <li>metal alloys</li> <li>cloth, glass</li> <li>flooring materials</li> <li>the full range of consumables required to directly support the production process</li> </ul>
<b>Personal protective equipment</b>	Personal protective equipment is to include that prescribed under legislation, regulations and enterprise policies and practices
<b>Information and procedures</b>	<ul style="list-style-type: none"> <li>Work procedures/instructions</li> <li>Manufacturer specifications and instructions</li> <li>Production process supply support information and specifications</li> <li>Commercial supply system indices, catalogues and bulletins</li> <li>Supplier evaluation histories</li> <li>Budgetary/fiscal constraints</li> <li>Legislation/regulation/national and industry codes and practices relevant to the product</li> <li>Quality and Australian standards and procedures</li> </ul>

## Unit Sector(s)

<b>Unit sector</b>	Furnishing Technology
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## Competency field

<b>Competency field</b>	
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## Co-requisite units

Co-requisite units		