



Australian Government

MEM234026 Develop and coordinate engineering-related contingency plans

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MEM234026A Develop and coordinate engineering-related contingency plans.

Application

This unit of competency defines the skills and knowledge required to develop and coordinate contingency plans for engineering projects or operations across all forms of manufacturing and engineering that provide for recovery from a major incident or non-conformance.

Activities covered include systematic analysis of the engineering activity to identify major contingencies, developing appropriate responses and coordinating the implementation of contingency plans into operations. It embraces personal and electronic communication, self-directed and group activities, business planning, employee briefing and training, project or operations planning and scheduling, and an understanding of the technology, skills, techniques and quality requirements of the project or operations.

This unit does not cover the planning required to contain or remediate an emergency non-conformance such as a fire or explosion. Relevant emergency management skills from other Training Packages should be accessed for these skills.

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

Pre-requisite Unit

Nil

Competency Field

Engineering science

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Establish contingency plan task	1.1 Identify and review existing technologies, processes, standards and procedures that may impact on the task 1.2 Clarify contingency plan objectives and scope with client 1.3 Prepare task schedules and requirements for development of

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	contingency plans 1.4 Establish contingency planning team, if required, and assign responsibilities within the team
2. Conduct impact assessment	2.1 Prepare comprehensive list of potential incidents 2.2 Rate each potential incident for impact severity level 2.3 Identify which incidents will be included in plan
3. Develop contingency plan	3.1 Formulate an action plan to deal with each significant risk 3.2 Ensure work health and safety (WHS) requirements, codes of practice, regulations, standards and other regulatory requirements and organisational procedures are included 3.3 Determine resources required to support plans in line with their scope 3.4 Assign responsibility for each planned action to most appropriate personnel 3.5 Determine costs associated with planned responses 3.6 Determine trigger points for planned responses 3.7 Review plan proposals and costs with client and stakeholders to obtain sign-off, and adjust plan based on feedback
4. Implement and maintain the plan	4.1 Finalise planning, ensuring preparation of all required documentation, drawings, specifications and instructions 4.2 Communicate the plan with all personnel who have a role in its implementation 4.3 Generate standard procedures to ensure plan is maintained and updated following any change in the project or operations

Foundation Skills

This section describes those language, literacy, numeracy and employment skills 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.

Major incidents or non-conformances includes one or more of the following:	• power, fuel energy failure or shortage • breakdown of critical plant or equipment • loss of key personnel • material supply shortages • safety issues • product liability issues • substantial material price increase.
Action plans include the use of one or more of the following:	• substitute materials and components • alternate processing • alternate approved supply sources • rationing of materials in short supply • external sources of labour • expert technical sources.
WHS requirements, codes of practice, regulations, standards and other regulatory requirements and organisational procedures include:	• WHS acts, regulations and relevant standards • industry codes of practice • risk assessments • registration requirements • safe work practices • state and territory regulatory requirements.
Appropriate modelling and analysis software includes one or more of the following:	• project tracking • financial modelling, analysis and tracking • process modelling and analysis • engineering simulation and modelling • manufacturing operation simulation.
Existing technologies, processes, standards and procedures includes one or more of the following:	• standard operating procedures (SOPs), including maintenance procedures • records of operations, including tenders, contracts, schedules, personnel, resource allocations and financial management procedures • documentation and records of current safe work method statements (SWMS), safety data sheets (SDS), work permits, standards and codes of practice.
Legislative requirements include one or more of the following:	• industrial law and awards • consumer protection law • restrictive trade practice • environmental protection • workers compensation

	• equal opportunity and anti-discrimination.
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Unit Mapping Information

Release 1. Supersedes and is equivalent to MEM234026A Develop and coordinate engineering-related contingency plans.

Links

Companion Volume Implementation Guides are available on VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2>