



Australian Government

MEM26012 Record and trial work processes for one-off composite products

Release: 1

MEM26012 Record and trial work processes for one-off composite products

Modification History

Release 1. Supersedes and is equivalent to MEM26012A Record and trial work processes for one-off composite products

Application

This unit of competency defines the skills and knowledge required to take a one-off/prototype product or a new product/process from an internal or external developer and turn this into a standard manufacturing process which works and can be used in the plant.

Where the organisation of composite trials is required unit MEM26018 Organise composite trials should also be selected.

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

Band: A

Unit Weight: 4

Pre-requisite Unit

MEM13015 Work safely and effectively in manufacturing and engineering

MEM16006 Organise and communicate information

Competency Field

Composites

Elements and Performance Criteria

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

- | | | |
|---|------------|--|
| 1 Identify proposed benefits/ outcomes of new product/ process | 1.1 | Follow standard operating procedures (SOPs) |
| | 1.2 | Comply with work health and safety (WHS) requirements at all times |
| | 1.3 | Confirm deliverables expected by customer |

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
		1.4	Confirm benefits expected by organisation
		1.5	Identify any existing products with similar expectations
		1.6	Note any relevant issues with existing similar products
2	Sketch a process map/flow chart of proposed process	2.1	Determine processes and identify order of process steps to be used
		2.2	Draw process map/flow chart of proposed process
		2.3	Annotate key resources, including materials, labour, time and money to map/flow chart
		2.4	Examine map/flow chart for possible improvements and redraw, as appropriate
3	Compare proposed process with current standard processes	3.1	Identify processes and materials which will be new to/changed from/deleted from existing similar process used by the organisation
		3.2	Identify areas of improvement in the existing similar process
		3.3	Identify hazards and appropriate hazard controls
		3.4	Develop procedures for new/modified steps
4	Draft procedures for new product/process	4.1	Locate appropriate template for procedures
		4.2	Observe and record prototype
		4.3	Draft procedures from successful prototype steps in appropriate format
5	Evaluate draft procedures	5.1	Keep tally of resources used
		5.2	Compare production to procedures

Elements describe the essential outcomes.

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

5.3 Compare outcomes with expectations

5.4 Identify any required changes and take appropriate action

6 **Draft new procedures and obtain authorisation**

6.1 Draft workable procedures

6.2 Obtain authorisation of new procedures, as required

6.3 Standardise procedures

6.4 Complete any required documentation/reporting according to SOPs

Foundation Skills

This section describes those required skills (reading, writing, oral communication and numeracy) that are essential to workplace performance in this unit of competency.

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.

Deliverables expected by customer include one (1) or more of the following:

- technical specification
- aesthetic requirements
- other quality expectations
- cost/price expectations
- quantity and delivery schedules

Process improvements address one (1) or more of the following:

- over-production
- delay
- transportation
- over-processing
- excess inventory/work in progress (WIP)

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.

- excess motion
- defects
- untapped human potential

**Required changes
include one (1) or more
of the following:**

- multiple ways of doing the same job
- waste built into procedures
- aligning procedures with good practice

Unit Mapping Information

Release 1. Supersedes and is equivalent to MEM26012A Record and trial work processes for one-off composite products

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2>