



Australian Government

Department of Education, Employment and Workplace Relations

MEM26020A Identify and interpret required standards for composites

Release: 1

MEM26020A Identify and interpret required standards for composites

Modification History

Release 1 New unit

Unit Descriptor

This unit of competency covers the skills and knowledge required to identify a relevant standard for a job, such as an agreed quality assurance/quality control external standard, and take actions required to produce a product which complies with the standard. This can be more important for 'specials' where there is no agreed, standardised work process designed to deliver the required standard.

Application of the Unit

This unit covers the identification and selection of relevant standards for a job as may be relevant to the redesign of an existing product (e.g. using a different process), the design of a new product similar to an existing product, or the undertaking of a repair.

Standard selection may typically be undertaken by an individual in liaison with relevant stakeholders or it may undertaken by a team. Selection may be undertaken in an office environment or at the worksite.

Use of the standard will be part of a fabrication and may be undertaken by an individual or a team. It may be undertaken in a workshop or factory environment or in the field and may be used to manufacture new products, prototypes and samples, or to make repairs.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

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

1	Identify relevant standard	1.1	Review available standards
		1.2	Identify standard which may have relevance to the job
		1.3	Select the appropriate standard
2	Determine requirements to meet standard	2.1	Interpret standard
		2.2	Identify application of standard to job
		2.3	Compile specifications which will ensure job meets standard
3	Undertake required work	3.1	Ensure procedures will produce a product which meets standard
		3.2	Ensure any required testing/metrics gathering is undertaken
		3.3	Monitor production to ensure it complies with the procedures
		3.4	Minimise waste
4	Check conformance to standard, as required	4.1	Check final product complies with the standard, as required
		4.2	Identify areas for improvement and take appropriate actions
		4.3	Complete any required documentation/reporting

Required Skills and Knowledge

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

Required skills

Required skills include:

- creating documents to support quality control
- reading technical documentation
- interpreting technical documentation and applying to job
- developing required work procedures to conform to standard

Required knowledge

Required knowledge includes:

- relevant standards
- interpretation of standards
- evidence to support meeting of standard
- accessing standards
- copyright of Australian Standards
- using standards

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 for assessment and evidence required to demonstrate competency in this unit	<p>It is essential that the process and equipment be understood and that the importance of critical material properties, settings and readings is known. Competence must be demonstrated in the ability to recognise and analyse potential situations requiring action and then in implementing appropriate corrective action.</p> <p>Consistent performance should be demonstrated. In particular look to see that:</p> <ul style="list-style-type: none">• all reasonably relevant standards are considered
---	---

	<ul style="list-style-type: none"> • an appropriate standard is chosen • the reasons for choosing the standard are sound • the procedure delivers a product which meets the standard. <p>Competence must be demonstrated in the operation of all ancillary equipment to the level required for this unit of competency.</p>
Context of and specific resources for assessment	<p>Assessment will require the selection of appropriate standards and monitoring jobs to ensure they comply with those standards.</p> <p>Assessment will occur over a range of situations which will include disruptions to normal, smooth operation.</p>
Method of assessment	<p>A single assessment event is not appropriate. On-the-job assessment should be included as part of the assessment process wherever possible. Where assessment occurs off the job, judgement must consider evidence of the candidate's performance in a productive work environment that includes a sufficient range of appropriate tasks and materials to cover the scope of application for this unit.</p> <p>Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways, including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency.</p> <p>The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.</p>
Guidance information for assessment	<p>Assessment processes and techniques must be culturally appropriate and appropriate to the language and literacy capacity of the candidate and the work being performed.</p>

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.

Procedures	<p>Procedures may be written, verbal, computer-based or in some other form, and may include:</p> <ul style="list-style-type: none">• all work instructions• standard operating procedures• formulas/recipes• batch sheets• temporary instructions• any similar instructions provided for the smooth running of the plant• good operating practice as may be defined by industry codes of practice (e.g. Responsible Care) and government regulations
Standards	<p>Standards may include:</p> <ul style="list-style-type: none">• Australian Standards (AS)• International Standards Organisation (ISO)• original equipment manufacturer (OEM) specifications• Civil Aviation Safety Authority (CASA)• Department of Defence (DoD)• Australian Design Rules (ADR)
Logs and reports	<p>Logs and reports may include:</p> <ul style="list-style-type: none">• paper or electronic based• verbal reports• items found which require action
Appropriate action	<p>Appropriate action includes:</p> <ul style="list-style-type: none">• determining problems needing action• determining possible fault causes• rectifying problem using appropriate solution within area of responsibility• following through items initiated until final resolution has occurred• reporting problems outside area of responsibility to designated person
Typical problems	<p>Typical problems may include:</p> <ul style="list-style-type: none">• standard may not lead to practical procedure• compliance with standard may take precedence over sustainability

Health, safety and environment (HSE)	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 HSE requirements, the HSE requirements take precedence
---	--

Unit Sector(s)

Composites

Custom Content Section

Not applicable.