



Australian Government

Department of Education, Employment and Workplace Relations

MSAPMSUP230A Monitor process operations

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor

This competency covers the use of production processing equipment.

This competency is typically performed by all operators working either independently or as part of a work team.

Application of the Unit

Application of this unit

This competency applies to operators who use production processing equipment. Work involves the removal of products from equipment in strict conformity with standard operating procedures and routine quality inspection processes. The key factors are the successful operation of the equipment and the ability to recognise when the process is not working as intended. It includes:

- checking job sheets for work to be done and identifying the priority in which jobs/product will be made/completed
- discussing work progress with other workers
- following approved hazard minimisation procedures for any hazards connected with materials and process, using work instructions, labels and materials safety data sheets, and in accordance with occupational health and safety (OHS) legislative responsibilities
- identifying production problems
- collecting and observing products from the production process
- collecting and disposing of waste materials
- checking materials to ensure no contamination
- identifying and taking action on routine process problems.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisites

This competency has no prerequisites.

Employability Skills Information

Employability Skills

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes of a unit of competency	Performance Criteria describe the required performance needed to demonstrate achievement of the Element. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT ELEMENT	PERFORMANCE CRITERIA Performance Criteria describe the required performance needed to demonstrate achievement of the Element. Assessment of performance is to be consistent with the Evidence Guide.
1. Identify equipment controls and procedures.	1.1 Identify work requirements from workplace approved operating procedures. 1.2 Check operating procedures and controls to identify approved adjustments and operating parameters. 1.3 Establish actions to be used in the event of faulty production from operating procedures. 1.4 Identify procedures for obtaining materials for the process. 1.5 Identify hazards and environmental issue that might surround the operation.
2. Get ready for work/job.	2.1 Assemble ancillary tools and equipment. 2.2 Identify inspection procedures. 2.3 Identify any finishing activities. 2.4 Plan to avoid any hazards connected with materials and process by observation of the equipment, workplace reference materials, including materials safety data sheets and equipment instructions. 2.5 Take appropriate measures to minimise risks from the identified hazards. 2.6 Establish the location and function of equipment emergency stops and ensure guards are in place. 2.7 Identify and note requirements for checking: - materials inputs and outputs - ancillary supplies and equipment - product quality requirements for the relevant process stage(s). 2.8 Obtain or arrange access to any required supplementary equipment for product quality testing or routine lubrication and adjustment.
3. Maintain operations.	3.1 Check process operations, noting product quality, production outputs and waste, in accordance with workplace practices. 3.2 Collect product outputs, check for conformity, make adjustments to the equipment (where appropriate) and store product. 3.3 Collect material which is able to be reprocessed and

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	reused, and deal with waste and scrap in accordance with workplace procedures (where applicable). 3.4 Check readouts against standard statistical process information and enter production data into the control system. 3.5 Clean up equipment and work area and manage waste in accordance with workplace procedures.
4. Identify product quality requirements.	4.1 Monitor process and note conditions which may affect product quality standards. 4.2 Report process variations within workplace procedures. 4.3 Note and implement authorised changes in standard operating procedures and specifications.

Required Skills and Knowledge

This describes the essential skills and knowledge and their level required for this unit. Application of knowledge of the materials, equipment and process sufficient to recognise material and equipment conditions which may lead to out of specification production. Knowledge of organisation procedures and relevant regulatory requirements along with the ability to implement them within appropriate time constraints and work standards. Competence includes the ability for the practical completion of the job to:

- apply and/or explain:
 - impact of incorrect or faulty materials
 - production workflow sequences and materials demand
 - focus of operation of work systems and equipment
 - correct selection and use of equipment, materials, processes and procedures
 - hazards of the materials and process and appropriate hazard control procedures
- distinguish between causes of faults such as:
 - wrong raw materials/additives
 - incorrect quantity of materials/additives
 - contaminated materials/additives
 - product variations from specification.

Language, literacy and numeracy requirements

This unit requires the ability to read and interpret typical product specifications, job sheets, procedures, material labels and safety information as provided to operators. Writing is required to the level of completing workplace forms. Basic numeracy is required, eg to determine that two 25 kg bags are needed to make up a requirement for 50 kg.

Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the Performance Criteria, required skills and knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

Overview of assessment

A holistic approach should be taken to the assessment.

Assessors must be satisfied that the person can consistently perform the unit as a whole, as defined by the Elements, Performance Criteria, skills and knowledge.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

It is essential that competence is demonstrated in the ability to:

- understand the importance of critical material properties and quantities
- recognise potential situations requiring action and implement appropriate action.

Consistent performance should be demonstrated. In particular look to see that production standards are met consistently.

Assessment method and context

Competence in this unit may be assessed:

- on a processing plant, allowing for operation under all normal and a range of abnormal conditions
- by using a suitable simulation and/or a range of case studies/scenarios
- through a combination of these techniques.

In all cases it is expected that practical assessment will be combined with targeted questioning to assess the underpinning knowledge and that the theoretical assessment will be combined with appropriate practical/simulation or similar assessment.

Specific resources for assessment

This section should be read in conjunction with the Range Statement for this unit of competency. Resources required include suitable access to an operating plant or equipment that allows for appropriate and realistic simulation. A bank of case studies/scenarios and questions will also be required to the extent they form part of the assessment method.

Questioning may take place either in the workplace, or in an adjacent, quiet facility such as an office or lunchroom. No other special resources are required.

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. Add any 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. Where reference is made to industry codes of practice, and/or Australian/international standards, the latest version must be used.

General context

This competency applies to the operation of various forms of production equipment in all work environments and sectors within the process manufacturing industry. It includes the operation of all relevant additional equipment.

Procedures means all relevant workplace procedures, work instructions, temporary instructions and relevant industry and government codes and standards.

Equipment and tools

This competency includes equipment and tools such as:

- hand carts and trolleys
- knives and other bag opening equipment
- hoists/lifting equipment not requiring any special permits or licences
- basic hand tools required for opening of material packaging
- relevant personal protective equipment.

Hazards

Typical hazards include:

- automated or rotating equipment
- dusts/vapours
- hazardous materials

- manual handling hazards
- knife hazards.

'Rectify routine problems' means 'apply known solutions to a limited range of predictable problems'.

Typical process problems include:

- equipment malfunctions
- product jamming or sticking
- power failures
- air, oil or lubricant difficulties.

Typical product problems include:

- variations in materials
- contamination of materials
- malformed or incomplete products.

All operations are performed in accordance with procedures.

Unit Sector(s)

Not applicable.