



Australian Government

MSFFT5004 Develop and document procedures and specifications

Release: 1

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Modification History

Release 1 - New unit of competency

Application

This unit of competency covers analysing requirements and developing and documenting procedures and specifications that provide concise and unambiguous direction and guidance for workplace activities.

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

Pre-requisite Unit

Competency Field

Unit Sector

Furnishing Technology

Elements and Performance Criteria

Elements describe the essential outcomes.

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

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|---|--------------------------------|-----|--|
| 1 | Identify relevant requirements | 1.1 | Information required for operating procedures is identified and assembled |
| | | 1.2 | Specification requirements and format are established and confirmed, where necessary |
| | | 1.3 | Requirements for information entry, storage, output and quality of document production are identified in accordance with enterprise procedures |
| | | 1.4 | Document and work sheet design is appropriate for efficient entry of information and maximised appearance and presentation of document |
| | | 1.5 | Range of functions incorporated the document design reflects the nominated requirements |
| 2 | Prepare | 2.1 | Specifications are written in an appropriate format to |

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| specifications | ensure requirements can be met |
| | 2.2 Special needs are incorporated in the specifications |
| | 2.3 Specifications are written in a manner that is clear and understood in the workplace |
| 3 Prepare standard operating procedures and/or manuals | 3.1 Documentation is prepared to formalise processes for achieving the enterprise objectives |
| | 3.2 Responsibility for all updates and changes to the procedures or manuals is assigned or designated |
| 4 Review procedures and specifications against standards | 4.1 Compliance with procedures and specification requirements is monitored in relation to the required application |
| | 4.2 Results are assessed, reported and/or acted upon according to enterprise procedures |

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency. Detail on appropriate performance levels for each furnishing unit of competency in reading, writing, oral communication and numeracy utilising the Australian Core Skills Framework (ACSF) are provided in the Furnishing Training Package Implementation Guide.

Range of Conditions

Specifies 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. Range is restricted to essential operating conditions and any other variables essential to the work environment.

Unit context includes:

- work health and safety (WHS) requirements, including legislation, building codes, material safety management systems, hazardous and dangerous goods codes, and local safe operating procedures or equivalent
- work is carried out in accordance with legislative obligations, environmental legislation, relevant health regulations, manual handling procedures and organisation insurance requirements
- work requires individuals to demonstrate conceptual and analytical ability, discretion, judgement and problem

- solving
- work may be on a one-to-one basis with a client or client group and involve writing of specifications and procedures for the workplace, including:
 - operating procedures
 - complex cutting lists and specification sheets
 - customers or suppliers may be internal or external
 - microprocessor or computer-controlled machines
 - production and facility equipment used in the enterprise
- Machines and equipment include:
- that prescribed under legislation, regulations and enterprise policies and practices
- Personal protective equipment includes:
- work procedures/instructions
 - manufacturer specifications and instructions
 - standard forms of workplace process and procedures
 - organisation work specifications and requirements
 - legislation, regulations and codes of practice
 - quality and Australian Standards and procedures
- Information and procedures include:

Unit Mapping Information

Supersedes and is equivalent to LMFFT5004B Develop and document procedures and specifications.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0601ab95-583a-4e93-b2d4-cfb27b03ed73>