



Australian Government

MSMOPS102 Perform tasks to support production

Release: 1

MSMOPS102 Perform tasks to support production

Modification History

Release 1. Supersedes and is equivalent to MSAPMOPS102A Perform tasks to support production

Application

This unit of competency covers the skills and knowledge required to perform tasks in support of the production process working under close supervision.

This competency applies to personnel who are not operating equipment but are making products or contributing to the production process through predominantly manual tasks. These tasks might be referred to as 'fetch and carry' type tasks.

This unit of competency applies to an individual working alone or as part of a team/work group and working in liaison with other shift team members and the control room operator, as appropriate. It might also apply to a more experienced operator working outside their field of expertise and under close supervision.

The competency applies to all sectors of the manufacturing industry.

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

Pre-requisite Unit

Nil

Competency Field

Operations

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes

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

1	Perform general duties and tasks	1.1	Perform tasks as directed
		1.2	Ask questions of appropriate person to confirm unusual requirements

- | | | | |
|---|--|-----|---|
| | | 1.3 | Organise relevant equipment and tools and check to confirm good working condition |
| | | 1.4 | Identify hazards and follow specified hazard controls |
| | | 1.5 | Select and use personal protective equipment (PPE), where needed, in accordance with organisation procedures |
| 2 | Transfer, remove or supply materials/product where required | 2.1 | Organise, confirm and record requests and tasks according to specified procedures |
| | | 2.2 | Identify and organise appropriate equipment for transferring material where relevant |
| | | 2.3 | Load and unload material using suitable aids |
| | | 2.4 | Transfer/move material to the correct destination in a safe manner |
| 3 | Perform cleaning duties associated with role | 3.1 | Clarify cleaning duties |
| | | 3.2 | Determine, prepare and mix appropriate cleaning equipment and chemicals/detergents for specific tasks |
| | | 3.3 | Follow procedures for handling and storage of cleaning liquids in accordance with organisation or manufacturer specifications |
| | | 3.4 | Clean as required |
| 4 | Complete duties and reporting requirements | 4.1 | Identify routine problems and take corrective actions, as required |
| | | 4.2 | Complete reporting requirements in accordance with organisation procedures |

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.

Procedures All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, and include one or more of the following:

- emergency procedures
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant

Tools and equipment

Tools and equipment include one or more of the following:

- cleaning equipment
- detergents and other chemicals
- simple hand and power tools
- hand trolleys pallet trucks

Note that production equipment and complex equipment, such as forklifts, overhead cranes or front-end loaders, are not covered by this unit.

Loading and unloading aids

Loading and unloading aids include equipment other than regulated load shifting equipment.

Loading and unloading aids must conform to materials handling requirements, safe work practices and manual handling techniques and workplace procedures.

Hazards

Hazards include one or more of the following:

- manual handling injuries

- slip/trip hazards
- smoke, darkness and heat
- heat, smoke, dust or other atmospheric hazards
- electricity
- gas
- gases and liquids under pressure
- structural hazards
- structural collapse
- equipment failures
- industrial (machinery, equipment and product)
- equipment or product mass
- noise, rotational equipment or vibration
- limited head spaces or overhangs
- working at heights, in restricted or confined spaces, or in environments subjected to heat, noise, dusts or vapours
- fire and explosion
- flammability and explosivity
- hazardous products and materials
- unauthorised personnel
- sharp edges, protrusions or obstructions
- slippery surfaces, spills or leaks
- extreme weather
- other hazards that might arise

Routine problems Routine problems must be reported and corrective action taken according to relevant procedures.

Routine problems include one or more of the following:

- difficult access to the work area
- awkward work spaces
- tool failures or breakages
- defective equipment
- incorrect or defective materials
- wrong quantities of materials

Corrective actions Corrective actions include one or more of:

- reporting to an appropriate person
- taking action specified in the procedure

Appropriate personnel Appropriate personnel includes one or more of:

- supervisor

- more senior operator
- other designated personnel

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSAPMOPS102A Perform tasks to support production

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027>