



Australian Government

MSMSUP310 Contribute to the development of workplace documentation

Release: 1

MSMSUP310 Contribute to the development of workplace documentation

Modification History

Release 1. Supersedes and is equivalent to MSAPMSUP310A Contribute to the development of plant documentation

Application

This unit of competency covers the skills and knowledge required to develop workplace documentation in response to identified information requirements. Develop covers 'develop from scratch' or 'take existing and improve'.

This unit of competency applies to experienced operators, leading hands, supervisors and similar personnel who are required to determine what needs to be done, develop the existing or new workplace documentation and apply document control.

This unit of competency applies to an individual working alone or as part of a team or group and working in liaison with other team members as appropriate.

This unit of competency applies to all work environments and sectors within the industry.

Work is governed by established workplace procedures, and extent of authority for drafting/document approval.

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

Pre-requisite Unit

Nil

Competency Field

Support

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes

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

1	Identify	1.1	Determine the information needs of the organisation
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	information need/ deficiency	1.2	Evaluate current documentation
		1.3	Recognise information need/deficiency
		1.4	Discuss information needs with appropriate personnel
		1.5	Identify purpose of, and target audience for, documentation
2	Develop workplace documentation	2.1	Specify information need and set/prioritise objectives
		2.2	Analyse existing documentation/records for compliance with identified needs
		2.3	Develop draft documentation in required format
		2.4	Issue draft documentation to appropriate personnel for review
		2.5	Edit documentation and amend in accordance with review feedback
		2.6	Complete documentation to satisfy the initial identified need/deficiency
		2.7	Check document complies with required template and document control procedures
3	Communicate changes to workplace documentation	3.1	Explain need for revised/new documentation to all relevant personnel
		3.2	Distribute documentation to all appropriate personnel
		3.3	Evaluate effectiveness of documentation.
		3.4	Amend documentation if required

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.

Regulatory framework

The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- legislative requirements, including work health and safety (WHS)
- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirements

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:

- document control procedures and style sheets
- 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

Documentation

Documentation includes one or more of the following:

- maintenance logs
- non-compliance reports
- incidence and accident reports
- permits
- schematics/process flows/engineering drawings
- job cards
- SOPs
- work instructions
- operating manuals

- quality procedures
- training program contents
- material safety data sheets (MSDS)

Unit Mapping Information

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Links

Companion Volume implementation guides are found in VETNet -

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