



Australian Government

MSS405062 Develop a documentation control strategy for an organisation

Release: 1

MSS405062 Develop a documentation control strategy for an organisation

Modification History

Release 1. Supersedes and is equivalent to MSS405062A Develop a documentation control strategy for an organisation

Application

This unit of competency covers the skills and knowledge required to develop and implement a documentation control strategy for an organisation implementing a competitive systems and practices strategy or which is part of the value stream for such an organisation. The documentation control strategy might be needed to comply with AS/NZS ISO 9000:2016 Quality management systems - Fundamentals and vocabulary or other reasons.

This unit applies to an individual (who may be a manager, technical specialist or other person) in an organisation who is required to develop and/or improve a system to ensure operations and related supporting documents are controlled in a manner which is appropriate for their use in the organisation.

This unit primarily requires the application of problem solving, initiative and enterprise, and planning and organising skills associated with developing effective documentation strategies. This work is done in the context of using computer technology and also requires aspects of self-management and learning to ensure improvement of own performance.

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

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

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 and obtain agreement to document management procedures and standards | 1.1 | Identify an appropriate working group of stakeholders. |
| | | 1.2 | Agree on purpose and scope of document management standards, including interaction with production, maintenance, logistics, sales and marketing systems. |
| | | 1.3 | Identify any relevant external standards, requirements and conventions. |
| | | 1.4 | Agree on document control, tracking, updating and storage processes. |
| | | 1.5 | Prepare document management processes and standards and circulate to relevant stakeholders. |
| | | 1.6 | Negotiate any variations. |
| 2 | Determine document style, standards and conventions | 2.1 | Consider potential document styles. |
| | | 2.2 | Agree on document conventions and layout. |
| | | 2.3 | Agree on standard symbols, abbreviations and similar. |
| | | 2.4 | Produce a style sheet, document model or template, as appropriate. |
| | | 2.5 | Check document style conforms to document management standards. |
| | | 2.6 | Circulate to relevant stakeholders and negotiate any variations. |
| 3 | Implement document control strategy | 3.1 | Develop a document control strategy and procedures, including arrangements for ongoing review of strategy. |
| | | 3.2 | Establish mechanisms to check documents conform to the control strategy. |
| | | 3.3 | Arrange for appropriate staff development. |
| | | 3.4 | Monitor implementation of document control strategy. |

- 3.5 Make improvements to the documentation control strategy, as appropriate.

Foundation Skills

This section describes those required skills (language, literacy and numeracy) 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.

- Competitive systems and practices include one or more of:**
- lean operations
 - agile operations
 - preventative and predictive maintenance approaches
 - statistical process control systems, including six sigma and three sigma
 - Just in Time (JIT), kanban and other pull-related operations control systems
 - supply, value, and demand chain monitoring and analysis
 - 5S
 - continuous improvement (kaizen)
 - breakthrough improvement (kaizen blitz)
 - cause/effect diagrams
 - overall equipment effectiveness (OEE)
 - takt time
 - process mapping
 - problem solving
 - run charts
 - standard procedures
 - current reality tree.

- Documents include one or more of:**
- hard copies of documentation, such as correspondence, procedures, contracts, agreements, specifications, production and other records, manuals and other reference materials
 - computer files, including word processed files, emails, databases and spreadsheets
 - technical drawings both hard copy or computer-aided design (CAD) files.

- Document control strategy includes procedures for one or more of:**
- authoring control
 - version control
 - access and distribution
 - review and revision
 - storage and archiving
 - access and security
 - approval for and means of destruction.

Archiving of documentation includes one or more of:

- compliance with legislative or regulatory requirements, and/or with organisational policy
- an indexing system that specifies the period for which the document is to be retained
- compliance with relevant requirements regarding physical storage and security.

External standards, requirements and conventions include one or more of:

- *AS/NZS ISO 9000:2016 Quality management systems - Fundamentals and vocabulary* requirements
- AGPS Style manual
- engineering and other technical standards
- drawing standards
- organisational style/marketing guides
- documentation requirements of suppliers, customers and regulatory agencies.

Unit Mapping Information

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Links

MSA Training Package Implementation Guides - <http://mskills.org.au/training-packages/info/>