



Australian Government

Department of Education, Employment and Workplace Relations

PMASUP410B Develop plant documentation

Revision Number: 1

PMASUP410B Develop plant documentation

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit of competency covers the development, establishment and evaluation of plant documentation in response to identified information requirements including the development of workplace documents for the introduction of new systems, processes, equipment and record keeping requirements. The competency unit applies to a wide range of plant documentation.</p> <p>This unit does not apply to the participation in reviewing workplace documentation, which is covered by <i>MSAPMSUP210A Process and record information</i>.</p>
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Application of the Unit

Application of the unit	<p>Typically, the employee would:</p> <ul style="list-style-type: none"> • investigate the need for new plant documentation • determine operating principles and best practice in consultation with others • draft plant documentation • validate and modify plant documentation in response to feedback • communicate changes and amendments.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	
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Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify information need/deficiency.	1.1. Identify the need for documentation in accordance with company requirements 1.2. Evaluate current documentation where existent 1.3. Define information need/deficiency 1.4. Discuss information requirements with appropriate personnel.
2. Develop plant documentation.	2.1. Specify information need and set/prioritise objectives 2.2. Analyse existing documentation/records in accordance with specified requirements 2.3. Determine operating principles and best practice where required 2.4. Develop/amend documentation as a draft in accordance with specifications to standard format 2.5. Issue documentation to appropriate personnel for review 2.6. Edit documentation and amend in accordance with review requirements 2.7. Complete documentation to satisfy the initial identified need/deficiency.
3. Communicate changes to plant documentation.	3.1. Explain and communicate documentation to all relevant personnel 3.2. Distribute documentation to all appropriate personnel 3.3. Evaluate implementation of documentation 3.4. Amend documents if required.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit.

Required skills

Competence, sufficient to be able to develop and amend work place documentation, includes the ability to apply and explain:

- enterprise information systems and work place documentation
- enterprise quality and safety procedures
- principles of policy and procedure development
- principles of information/data management
- importance of effective consultation in developing documentation
- relevant equipment and operational processes.

Required knowledge

The knowledge referred to in the Evidence Guide for this unit includes:

- organisation policies, standard procedures and work instructions and relevant regulatory requirements for the development of plant documentation
- standard codes of practice relevant to developing plant documentation.

Evidence Guide

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 the Training Package.	
Overview of assessment	<p>Assessment of this unit should include demonstrated competence on actual plant and equipment in a work environment. The unit will be assessed in as holistic a manner as is practical and may be integrated with the assessment of other relevant units of competency. Assessment will occur over a range of situations which will include disruptions to normal, smooth operation.</p> <p>Assessment will typically use a plant documentation development project.</p> <p>This unit of competency requires a significant body of knowledge which will be assessed through questioning and the use of what-if scenarios both on the plant (during demonstration of normal operations and walk-throughs of abnormal operations) and off the plant.</p>
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of satisfactory performance in this unit can be obtained by observation of performance and questioning to indicate understanding and knowledge of the Elements of the competency and Performance Criteria.</p> <p>Consistent performance should be demonstrated. In particular look to see that:</p> <ul style="list-style-type: none"> • effective maintenance and evaluation of workplace documentation is carried out • effective research and consultation is undertaken to ensure the development of best practice documentation • feedback is provided on how to improve workplace documentation • completed documentation is user friendly, accurate and in accordance with the intended use/requirements • adequate documentation is produced, including documentation for the introduction of new systems, policies, equipment or processes

EVIDENCE GUIDE	
	<ul style="list-style-type: none"> • non routine problems in relation to plant documentation are recognised and appropriate solutions are presented • changes to workplace documentation is communicated in the appropriate manner. <p>These aspects may be best assessed using a range of scenarios/case studies/what-ifs as the stimulus with a walk-through forming part of the response. These assessment activities should include a range of problems, including new, unusual and improbable situations which may have been generated from the past incident history of the plant, incidents on similar plants around the world, hazard analysis activities and similar sources.</p>
Context of and specific resources for assessment	Assessment will require access to an operating plant over an extended period of time, or a suitable method of gathering evidence of operating ability over a range of situations. A bank of scenarios/case studies/what-ifs will be required as will a bank of questions which will be used to probe the reasoning behind the observable actions.
Method of assessment	In all plants it may be appropriate to assess this unit concurrently with relevant teamwork units.
Guidance information for assessment	Assessment processes and techniques must be culturally appropriate and appropriate to the oracy, language and literacy capacity of the assessee and the work being performed.

Range Statement

RANGE STATEMENT	
<p>The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the Performance Criteria, is detailed below. 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.</p>	
Codes of practice/ standards	Where reference is made to industry codes of practice, and/or Australian/international standards, the latest version must be used.
Context	This competency is typically performed by experienced operators, team leaders or supervisors who may be working individually or in a team environment.
Documentation	<p>This competency includes the following indicative plant documentation:</p> <ul style="list-style-type: none"> • operating procedures • work instructions • incident procedures • operating manuals • quality manuals and procedures • training program contents/materials • safety data sheets • job cards • maintenance logs • non-compliance reports • incidence and accident reports • permits • schematics/process flows/engineering drawings.
Information	<p>Sources of information may include:</p> <ul style="list-style-type: none"> • manufacturing specifications • product specifications • company policies and procedures • customer requirements • industry/work place codes of practice • State/industry OHS legislation and regulations • ISO and other industry standards and regulations • industry associations, networks and professional bodies.
Equipment	<p>Items of equipment for this competency include:</p> <ul style="list-style-type: none"> • computer equipment.

RANGE STATEMENT

Procedures	<p>Procedures may be written, verbal, computer-based or in some other form. They include:</p> <ul style="list-style-type: none"> • all work instructions • standard operating procedures • formulas/recipes • batch sheets • temporary instructions • any similar instructions provided for the smooth running of the plant. <p>For the purposes of this Training Package, 'procedures' also includes good operating practice as may be defined by industry codes of practice (eg Responsible Care) and government regulations.</p>
Health, safety and environment (HSE)	<p>All operations to which this unit applies are subject to stringent health, safety and environment requirements, which may be imposed through State or Federal legislation, and these must not be compromised at any time. Where there is an apparent conflict between Performance Criteria and HSE requirements, the HSE requirements take precedence.</p>

Unit Sector(s)

Unit sector	Support/generic
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Competency field

Competency field

Co-requisite units

Co-requisite units	
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