



Australian Government

PMBFIN205 Hand decorate products

Release: 1

PMBFIN205 Hand decorate products

Modification History

Release 1. Supersedes and is equivalent to PMBFIN205C Hand decorate products

Application

This unit of competency covers the skills and knowledge required to decorate products by hand.

This unit of competency applies to production support operators or those in similar roles who are required to inspect the product for routine and non-routine imperfections and take appropriate action, select appropriate materials and equipment, and prepare for and apply decorations manually.

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

It applies to all sectors of the industry.

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

Pre-requisite Unit

Nil

Competency Field

Finishing

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.

1	Establish requirements for the finishing process	1.1	Interpret customer order or product specifications
		1.2	Check availability of materials and equipment
		1.3	Identify and inspect products to be decorated for suitability of process

- 1.4 Report unsuitable products to designated person
 - 1.5 Assemble materials, tools and facilities and check for suitability
 - 1.6 Locate manufacturer information and safety advice on products and use to plan work
 - 1.7 Identify required work sequences, times and work process stages
 - 1.8 Identify required engineering controls and personal protective equipment (PPE), and plan order of work
- 2 **Prepare surfaces**
- 2.1 Inspect product surfaces for contamination or damage
 - 2.2 Identify and eliminate sources of contamination
 - 2.3 Prepare surfaces in accordance with manufacturer instructions and workplace requirements
- 3 **Hand decorate products**
- 3.1 Identify required decorations to meet job order requirements
 - 3.2 Ensure decorations are fit for use and return those damaged or unusable
 - 3.3 Apply decorations in the appropriate locations
 - 3.4 Inspect finished product and compare specifications for suitability for further processing or for customer delivery
 - 3.5 Assemble finished products and sort in accordance with procedures
 - 3.6 Clean up work area and perform housekeeping
- 4 **Identify and rectify routine hand decorating problems**
- 4.1 Identify the range of routine problems that can occur during the hand decorating process
 - 4.2 Determine and rectify routine hand decorating imperfections in accordance with procedures
 - 4.3 Identify faults in equipment, tag unserviceable

equipment and report to designated person

- 4.4 Ensure appropriate records and logbooks are maintained to meet procedures

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.

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.

Applicable legislation, regulations, standards and codes of practice include:

- health, safety and environmental (HSE) legislation, regulations and codes of practice relevant to the workplace and hazardous materials
- Australian/international standards relevant to the materials being used and products being made
- any relevant licence and certification requirements.

All operations to which this unit applies are subject to stringent HSE requirements, which may be imposed through state/territory or federal legislation, and these must not be compromised at any time. Where there is an apparent conflict between performance criteria and such requirements the legislative requirements take precedence.

The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.

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 any combination of:

- 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 will be selected as required from:

- hand tools
- adhesive application equipment
- hand carts and trolleys
- hoists, jigs and gantries
- lifting equipment not requiring any special permits or licences
- relevant personal protective equipment (PPE).

Hazards

Hazards must be identified and controlled. Identifying hazards requires consideration of:

- heat, smoke, dust, vapours or other atmospheric hazards
- hazardous products and materials
- sharp edges, protrusions or obstructions
- slippery surfaces, spills or leaks
- electricity
- gas
- gases and liquids under pressure
- structural hazards
- equipment failures
- rotational equipment or vibration
- machinery, equipment and product mass
- limited head spaces or overhangs
- working at heights
- working in restricted or confined spaces
- other hazards that might arise.

Routine problems

Routine problems must be resolved by applying known solutions.

Routine problems are predictable and include one or more of:

- non-supply of product
- defective product
- incorrect selection or supply of materials
- misalignment of decals, transfers or other decorative materials
- non-adherence of transfers, decals or stamps
- variations in materials
- temperature variations
- contamination of surfaces
- decals/transfers or stamps not within specification or not fit for use.

Known solutions are drawn from one or more of:

- procedures
- training
- remembered experience.

Non-routine problems must be reported according to according to relevant procedures.

Unit Mapping Information

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Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=932aacef-7947-4c80-acc6-593719fe4090>