



Australian Government

Department of Education, Employment and Workplace Relations

PMC552004C Prepare for production

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers a range of checks required before preparation of raw materials used in the manufacturing process. It involves preparing and selecting materials for production, checking machinery and equipment for operation and rectifying routine problems.
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Application of the Unit

Application of the unit	<p>This unit of competency applies to operators who are responsible for performing a series of checks prior to commencing a variety of operations within the manufactured mineral products industry. It includes the operation of all ancillary equipment.</p> <p>This competency is typically performed by operators working either independently or as part of a team.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

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. Check production plan	1.1. Identify the type of product required, time to run and raw/reclaim materials required 1.2. Check for quantity and quality required and any special requirements 1.3. Check with supervisor/appropriate person if requirements are 'unusual'
2. Identify hazards	2.1. Identify hazards of materials to be used 2.2. Identify hazards in work area 2.3. Implement hazard controls according to procedures 2.4. Report safety concerns according to procedures
3. Assemble raw materials	3.1. Order and check quantities of materials required 3.2. Sample and test materials as required 3.3. Visually check that materials are free from contamination and suitable for production 3.4. Report contamination or other non-conformance
4. Check machinery and equipment	4.1. Check required program 4.2. Check machinery/equipment for operation 4.3. Correct or report maintenance requirements as appropriate 4.4. Check that equipment has been test run 4.5. Check that equipment is set and adjusted according to production schedule as required
5. Rectify routine problems	5.1. Identify the range of faults that can occur during the operation 5.2. Determine and rectify fault causes by procedures 5.3. Identify and rectify equipment failure causes to procedures 5.4. Ensure appropriate records and log books of equipment operations are maintained to meet procedures 5.5. Identify non-routine problems and report to designated person

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Required skills include:

- recognising conditions which will lead to out of specification product
- implementing the enterprise's procedures within time constraints and in a manner relevant to the correct use of the equipment
- conveying information relevant to the operation clearly and effectively
- maintaining appropriate levels of quality assurance
- reading and numeracy to interpret workplace documents and technical information

Required knowledge

Required knowledge includes:

- testing procedures
- impact of contamination
- production schedules
- hazards normally associated with the process and controls as per the hierarchy of control
- underlying causes of faults such as precipitated by:
 - product loading and unloading
 - materials
 - equipment

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>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.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>It is essential that the process be understood and that the importance of critical material properties and settings is known.</p> <p>Competence must be demonstrated in the ability to recognise and analyse potential situations requiring action and then in implementing appropriate corrective action.</p> <p>Consistent performance should be demonstrated. In particular look to see that:</p> <ul style="list-style-type: none"> • hazards are identified and controls applied • early warning signs of equipment in need of attention/with potential problems are recognised • action is taken to ensure equipment is returned to full performance in a timely manner • communication is timely and effective • problems regarding materials are anticipated and appropriate action is taken. <p>Competence must be demonstrated in the operation of all ancillary equipment to the level required for this unit of competency.</p>
<p>Context of and specific resources for assessment</p>	<p>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.</p> <p>Assessment will occur over a range of situations which will include disruptions to normal, smooth operation.</p> <p>Simulation or case studies/scenarios may be required to allow for timely assessment of parts of this unit of competency. Simulation should be based on the actual plant and will include 'walk-throughs' of the relevant competency components. A bank of scenarios/case studies/what ifs and questions will be required to probe</p>

EVIDENCE GUIDE	
	the reasoning behind observable actions.
Method of assessment	Individual enterprises may choose to add prerequisites and co-requisites relevant to their processes.
Guidance information for assessment	Assessment processes and techniques must be culturally appropriate and appropriate to the language and literacy capacity of the candidate 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. 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) may also be included.</p>	
Procedures	All operations are performed in accordance with standard procedures and work instructions
Equipment and machinery	<p>Equipment and machinery may include:</p> <ul style="list-style-type: none"> any processing plant or equipment relevant to this unit of competency
Operation of machinery/equipment	<p>Operation of machinery/equipment include:</p> <ul style="list-style-type: none"> visual checks for damage leaks obstructions blockages component wear
Materials	<p>Raw materials may include:</p> <ul style="list-style-type: none"> first stage products being prepared for subsequent processes
Typical problems	<p>Typical problems may include:</p> <ul style="list-style-type: none"> contaminated materials raw material not to specifications material variability within specification equipment malfunctions
Occupational health and safety (OHS)	All operations are subject to stringent OHS requirements and these must not be compromised at any time. Where there is an apparent conflict between performance criteria and OHS requirements, the OHS requirements take precedence.

Unit Sector(s)

Unit sector	Operational/technical
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		