



**Australian Government**

**Assessment Requirements for PPMCPP330  
Coordinate the shutdown of coated paper  
processes**

**Release: 2**

## Assessment Requirements for PPMCPP330 Coordinate the shutdown of coated paper processes

### Modification History

Release	Comments
Release 2	This version released with PPM Pulp and Paper Manufacturing Training Package Version 2.0.
Release 1	This version released with PPM Pulp and Paper Manufacturing Training Package Version 1.0.

### Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has undertaken planned and unplanned shutdowns, at least twice and has:

- implemented planned equipment and plant shutdown procedures for coated paper processes and followed workplace schedules and requirements
- implemented isolation and lock out requirements according to standard operating procedures (SOP)
- followed procedures to communicate with relevant personnel and prepared equipment for restart after a planned shutdown
- used and interpreted electronic control systems, including digital control system, touch screens or robotics to control equipment and processes during shutdowns
- assessed the cause and effect of an unplanned shutdown for coated paper processes and rectified abnormal conditions causing a shutdown
- communicated with stakeholders about shutdowns, including:
  - internal and external customers and suppliers
  - team members
  - production or service coordinators
  - maintenance services
  - operator support personnel
  - operational management
  - statutory authorities
- selected and used appropriate forms of communication, from written or verbal, to inform about shutdown causes and corrective action, according to SOP
- recorded and reported on shutdowns and corrective actions, in accordance with organisational requirements.

## Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- organisational procedures relevant to workplace health and safety with particular emphasis on:
  - use of personal protective equipment (PPE)
  - equipment lock out and isolation procedures
  - handling chemicals and hazardous substances, including spill and disposal guidelines
  - plant clearance requirements
  - emergency procedures and responses
  - job safety analysis documentation and processes
  - plant permit systems and processes
  - high risk load shifting licensing requirements where relevant
  - major hazard facility requirements where relevant
- documentation and procedures relevant to plant and system shutdowns for coated paper processes including:
  - SOP
  - productivity requirements
  - quality procedures
  - machinery and plant manufacturing operating manuals
  - enterprise policies and procedures
  - safety data sheets
  - maintenance logs
  - job sheets
  - site agreements
  - process and instrument diagrams
  - machine manuals
  - troubleshooting guides
  - incidents reports
- plant and equipment and their functions for coated paper processes
- types, causes and effects of coated paper processes and related materials used in coated paper processes including:
  - chemicals and polymers
  - power
  - water
  - additives
  - steam
  - labels
  - felts
  - equipment

- gas
- accessories (parts)
- air
- base paper coated paper processes, system layout and associated services sufficient to carry out shutdown activities
- production needs including:
  - output targets
  - production scheduling quality requirements
  - resources and energy use
  - waste minimisation
- processes and procedures for plant shutdowns and unplanned shutdowns
- required responses to all unplanned shutdowns (power outage, mechanical breakdown, blockages, jamming, air supply, control system failure) to ensure safety quality and productivity
- operation and application of electronic and other control systems, to make appropriate adjustments that control coated paper processes.

## Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or a productive environment that accurately reflects performance in a workplace
- resources, equipment and materials:
  - access to the full range of equipment involved in integrated continuous manufacturing of coated paper processes in a pulp or paper manufacturing facility
  - electronic screens and alarms, process control systems, analogue and digital instrumentation for coated paper processes
  - equipment, machinery and resources to coordinate the shutdown of coated paper systems
  - PPE required for operating coated paper processes
- specifications:
  - applicable workplace health and safety and isolation work place procedures, environmental guidelines and safe working requirements, risks and hazard identification and workplace housekeeping requirements
  - sample workplace documentation on workplace health and safety procedures, risks and hazards identification procedures, environmental and safe working requirements/practices, SOP and housekeeping requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

## **Links**

Companion Volumes, including Implementation Guides, are available at VETNet - <https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=12998f8d-d0ac-40bc-a69e-72a600d4fd93>