



**Australian Government**

# **PPMFCO301 Perform paper finishing and converting operations**

**Release: 1**

# PPMFCO301 Perform paper finishing and converting operations

## Modification History

Release	Comments
Release 1	This version released with PPM Pulp and Paper Manufacturing Training Package Version 3.0.

## Application

This unit of competency describes the skills and knowledge required to prepare for, start up, stabilise and shut down systems for paper finishing and converting operations.

The unit applies to production operators who perform paper finishing and converting operations in a paper manufacturing facility, and respond to contingencies that occur working with complex integrated equipment and continuous operations.

Paper finishing and converting operations cover a range of systems and subsystems, including corrugating, winding and re-winding, decorating, lotionising, calendering, water marking, perforating, slitting and cutting, embossing, laminating, folding, printing, bonding, core making, wrapping and packing.

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

## Pre-requisite Unit

Nil

## Unit Sector

Paper Finishing and Converting Operations (FCO)

## Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare for paper finishing and converting operations	1.1 Identify production requirements and specifications to plan system operation and processes 1.2 Identify workplace health and safety hazards, assess risks and determine control points and measures

<b>Elements</b>	<b>Performance Criteria</b>
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	<p>1.3 Confirm product supplies are available for production</p> <p>1.4 Select, fit, use and maintain personal protective equipment according to job requirements and task to be undertaken</p> <p>1.5 Communicate production requirements and specifications, workplace health and safety and environmental requirements and operating procedures to relevant personnel</p>
2. Conduct setup for product change	<p>2.1 Undertake pre-setup checks on equipment and systems</p> <p>2.2 Identify missing or faulty components and report or rectify within level of responsibility</p> <p>2.3 Follow isolation procedures for conducting setup for product change</p> <p>2.4 Communicate and coordinate changes to product requirements to relevant personnel</p> <p>2.5 Load, install and adjust components and accessories for setup according to workplace health and safety and operating procedures</p> <p>2.6 Lift or sign off isolations according workplace requirements and operating procedures</p> <p>2.7 Conduct initial quality checks and adjust components required for setup for product change</p>
3. Start up and stabilise paper finishing and converting operations	<p>3.1 Coordinate, communicate and implement start-up procedures for paper finishing and converting operations</p> <p>3.2 Confirm system functions by monitoring plant, equipment and control system and display monitors</p> <p>3.3 Monitor and adjust systems to rectify variations from specifications</p>
4. Implement and monitor system shutdown	<p>4.1 Coordinate and communicate planned shutdown of paper finishing and converting operations to relevant personnel</p> <p>4.2 Manage plant or system shutdown according to productivity, workplace health and safety and environmental requirements and operating procedures</p> <p>4.3 Monitor functionality of equipment during shutdown</p> <p>4.4 Implement isolation requirements according to operating and housekeeping procedures</p>
5. Respond to unplanned	5.1 Respond to unplanned faults and stoppages according to operating,

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shutdown	<p>emergency and workplace health and safety procedures</p> <p>5.2 Complete shutdown and isolation according to operating procedures</p> <p>5.3 Locate and rectify cause of unplanned shutdown within area of responsibility</p> <p>5.4 Communicate shutdown information to relevant personnel</p>
6. Record and report production information	<p>6.1 Record production and quality data and system operation information according to workplace requirements</p> <p>6.2 Report problems or variations with production, quality and system to relevant personnel</p>

## Foundation Skills

*This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.*

<b>Skill</b>	<b>Description</b>
Reading	<ul style="list-style-type: none"> <li>Interpret information from workplace procedures and documentation</li> </ul>
Writing	<ul style="list-style-type: none"> <li>Complete records accurately and legibly using clear language and industry terminology</li> </ul>
Oral communication	<ul style="list-style-type: none"> <li>Provide information about start-up and shutdown operations, problems or variations with production, quality and system using clear language and industry terminology</li> </ul>
Numeracy	<ul style="list-style-type: none"> <li>Interpret numerical settings on instruments, gauges and data recording equipment</li> <li>Record numerical data for system and operational performance</li> </ul>

## Unit Mapping Information

<b>Code and title current version</b>	<b>Code and title previous version</b>	<b>Comments</b>	<b>Equivalence status</b>

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PPMFCO301 Perform paper finishing and converting operations	PPMFCO320 Prepare and start up finishing and converting operations	Amended unit title. Changes to elements, performance criteria, foundation skills, performance evidence and knowledge evidence. Content relating to shutdown added. Assessment conditions updated.	Not equivalent

## Links

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