



Australian Government

Department of Education, Employment and Workplace Relations

AUMGQA3001 Inspect work and apply organisation technical quality standards

Release: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the application of the required skills and knowledge to inspect the work done against job specification and organisation standards; apply quality standards to work; and protect organisation property and customer interests. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
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Application of the Unit

Application of the unit	The unit applies to the automotive and related component manufacturing environment and involves application of skills and knowledge at a production worker level. These skills and knowledge are to be used within the scope of the person's job and authority.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

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 required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge and/or 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. Inspect work done against job specification	1.1. Appropriate inspections are conducted to ensure <i>work quality goals</i> are maintained/followed 1.2. Job specification/work order and quality standards are identified 1.3. Faults are identified and processed according to <i>organisation requirements</i>
2. Apply quality standards to work	2.1. Appropriate quality standards are applied throughout the manufacturing processes 2.2. All activities are co-ordinated throughout the <i>work area</i> to ensure efficient quality work outcomes 2.3. Records of work quality are maintained according to the requirements of the organisation
3. Protect organisation property and customer interests	3.1. Possible damage to organisation property is avoided by adherence to organisation quality procedures 3.2. Quality of work is reviewed to ensure customer requirements and organisation standards are met

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- speak clearly and directly in order to co-ordinate activities between personnel
- apply teamwork to a range of situations, including the application of quality standards throughout the manufacturing process
- solve problems particularly in teams in order to meet performance indicators
- show initiative in adapting to changing work conditions or contexts particularly when working across a variety of work areas
- access, interpret and apply information on relevant organisation policies, procedures and instructions, particularly to ensure damage to property is avoided
- manage time when planning, preparing and organising work priorities
- take responsibility for organising own work priorities.

Required knowledge

- relevant Occupational Health and Safety and Environmental regulations and organisation policies and procedures needed to carry out work in a manner which ensures the safety of people, equipment and the environment.
- work documentation covering procedures, specifications, schedules and work plans or equivalent
- quality system documentation covering instructions, procedures, performance indicators and review processes or equivalent
- cost minimisation/waste avoidance policies, procedures and practices
- environmental protection requirements relating to the disposal of waste material
- established communication channels and protocols
- problem identification and resolution techniques
- communication/feedback methods
- organisation systems, processes and work quality requirements
- work inspection techniques, including observation, written reports and mechanical tests
- quality assurance principles.

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 this Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- compliance with relevant legislative, regulations, standards, codes of practice and establish safe practices and organisation policies and procedures for managing personal work priorities
- maintaining a working knowledge of current work systems and practices
- working and communicating effectively and positively with others involved in the work
- applying, within authority, the requirements of the job or work role in relation to:
 - achieving production goals
 - achieving work quality goals
 - responding positively to changing work requirements
 - contributing effectively to cost reduction initiatives
 - effectively applying problem solving techniques
 - modify activities to cater for variations in organisation context and environment
- inspect and apply quality standards to work done.
- protect organisation property and customer interests
- conduct periodic inspections during the job
- observe and assess work against work specifications at completion of the job
- check and complete documentation requirements - written / electronic.

Context of and specific resources for assessment

- assessment of the competency should take place in a safe working environment in a passenger motor vehicle manufacturing plant or simulated environment using tools/equipment/machinery required for the production process without undue disruption to the production process
- assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

EVIDENCE GUIDE

- assessment methods must confirm consistency and accuracy of performance (over time and in a range of organisation relevant contexts) together with application of underpinning knowledge
- assessment methods must be by direct observation of tasks and include questioning on underpinning knowledge to ensure its correct interpretation and application
- assessment may be applied under project related conditions (real or simulated) and require evidence of process
- assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances.

Range Statement

RANGE STATEMENT

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 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.

Work quality goals may include:

those established within a quality system and may include identification, minimisation and elimination of defects, product/component specifications, tolerances, inspection systems, packaging specifications and non-conforming parts or products.

Organisation requirements may include:

- access and equity principles and practices
- environmental management (waste disposal, recycling and re-use guidelines)
- emergency and evacuation procedures
- equipment use procedures
- ethical standards
- legal obligations
- maintenance and storage procedures
- OHS requirements
- organisational and site guidelines
- policies and procedures relating to own role and responsibility
- procedural manuals
- quality assurance guidelines
- quality and continuous improvement processes and standards
- recording and reporting guidelines.

Work area may include:

- body construction
- aluminium die casting
- iron foundry operations
- engine machining
- spray painting
- automotive plastics
- stamping & press operations
- fabrication hardware
- trim manufacture
- vehicle assembly
- warehousing
- engine assembly
- seat frame manufacture.

Unit Sector(s)

Unit sector	Quality
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Competency field

Competency field	Manufacturing - Bus, Truck and Trailer
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Co-requisite units

Not applicable.