



Australian Government

Department of Education, Employment and Workplace Relations

FPPCPP330A Co-ordinate the shutdown of coated paper processes

Release: 1

FPPCPP330A Co-ordinate the shutdown of coated paper processes

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit describes the outcomes required to co-ordinate the shutdown of coated paper processes in the pulp and paper industry

General legislation, regulatory, licensing and certification requirements applicable to this unit are detailed in the range statement

Specific high risk licensing requirements for this unit may be applicable and are to be met separately and prior to the achievement of this unit

Application of the Unit

Application of the unit

This unit applies to operators who co-ordinate the shutdown of coated paper processes in the pulp and paper industry. This work typically involves complex integrated equipment and continuous operations

This unit generally applies to those who:

- implement planned shutdown procedures
- assess the cause and effect of an unplanned shutdown, and
- record and report shutdown data

to meet safety, quality and productivity requirements

It does not include monitoring and controlling, starting up or troubleshooting and rectifying coated paper processes

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability skills This unit contains employability skills

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.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Implement planned shutdown procedures	1.1. Planned shutdown procedures are implemented within Occupational Health and Safety (OHS) regulations, environmental and safe working requirements/practices, Standard Operating Procedures (SOP), and housekeeping requirements 1.2. Planned shutdown is established from work area instructions or maintenance schedules 1.3. Process supplies shutdown procedures are followed as required 1.4. Plant or system shutdown is managed in accordance with relevant procedures 1.5. Isolation and lock out requirements are implemented 1.6. Plant integrity and personnel safety is ensured 1.7. Shutdown information is communicated to relevant personnel as required 1.8. Plant and equipment is washed and cleaned for restart
2. Assess the cause and effect of an unplanned shutdown	2.1. Cause and effect of an unplanned shutdown is assessed within OHS regulations, environmental and safe working requirements/practices, SOP, and housekeeping requirements 2.2. Abnormal operating conditions are identified by analysis of technical and operational information 2.3. Effects of abnormal conditions are determined to enable appropriate action to be taken 2.4. Source of shutdown cause is located to ensure rectification 2.5. Appropriate personnel are notified when abnormal operating conditions prevail 2.6. Safety issues are identified
3. Record and report shutdown data	3.1. Shutdown data is recorded and reported within OHS regulations, environmental and safe working requirements/practices, SOP, and housekeeping requirements 3.2. Assessment and evaluation of causes and corrective actions undertaken are recorded as required 3.3. Relevant information is communicated to appropriate personnel in accordance with operational requirements

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the skills and knowledge required for this unit.

Required skills

- Uses required forms of communication in co-ordinating the shutdown of coated paper processes
- Reads and interprets required documentation, procedures and reports
- Prepares written information and data to support groups and teams
- Accesses, navigates and enters computer-based information
- Monitors, analyses and interprets data
- Interprets instruments, gauges and data recording equipment
- Identifies and actions problems within level of responsibility
- Identifies and monitors process control points
- Maintains situational awareness in the work area
- Identifies and responds appropriately to shutdown causes
- Responds to problems associated with plant shutdown and unplanned shutdown to ensure safety, quality and productivity
- Co-ordinates and plans shutdown activity
- Implements personnel protection and plant security priorities according to SOP
- Operates high risk load shifting equipment as required
- Analyses and uses sensory information to adjust process to maintain and co-ordinate safety, quality and productivity
- Uses electronic and other control systems to control equipment and processes as required

Required knowledge

- Procedures, regulations and legislative requirements relevant to coated paper processes including OHS, environmental including relevant sustainability requirements/practices, SOP, isolation procedures, safe working requirements, risks and hazard identification and housekeeping
- Relevant forms of communication
- Basic problem-solving techniques consistent with level of responsibility
- Working knowledge of coated paper processes, system layout and associated services sufficient to carry out shutdown activities within level of responsibility
- Effects of shutdowns to the rest of the systems
- Types, causes and effects of coated paper processes
- Processes and procedures for plant shutdowns and unplanned shutdowns
- Required responses to all unplanned shutdowns (e.g. power outage, mechanical breakdown, blockages, jamming, air supply, control system failure) to ensure

REQUIRED SKILLS AND KNOWLEDGE

safety quality and productivity

- Plant and machinery functions and operations
- Emergency procedures and responses
- Application of high risk load shifting equipment as required
- Sensory information that indicates a deviation from standard operating parameters
- Sufficient knowledge of electronic and other control systems, operation and application to make appropriate adjustments that control coated paper processes, within level of responsibility

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, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

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

Evidence should be relevant to the work. It should satisfy the requirements of the elements and performance criteria and include consideration of:

- the required knowledge and skills tailored to the needs of the specific workplace
- applicable OHS regulations, environmental and safe working requirements/practices, SOP and housekeeping requirements
- applicable aspects of the range statement
- practical workplace demonstration of skills in co-ordinating the shutdown of coated paper processes

Context of and specific resources for assessment

A workplace assessment must be used to assess:

- the application of required knowledge on the job
- the application of skills on the job, over time and under a range of typical conditions that may be experienced in coated paper processes

Access to the full range of equipment involved in integrated continuous manufacturing of coated paper processes in a pulp or paper mill is required

EVIDENCE GUIDE

Method of assessment

A combination of assessment methods should be used. The following examples are appropriate for this unit:

- observation of applied skills and knowledge on the job
- workplace demonstrations via a mock-up or simulation that replicate part/s of the job
- answers to written or verbal questions about specific skills and knowledge
- third-party reports from relevant and skilled personnel
- written evidence e.g. log sheet entries, checklist entries, test results

Assessment processes and techniques must be culturally appropriate and in keeping with the language and literacy capacity of the learner and the work being performed. This includes conducting an assessment in a manner that allows thoughts to be conveyed verbally so that the learner can both understand and be understood by the assessor (e.g. use plain English and terminology used on the job)

A holistic assessment with other units relevant to the pulp and paper industry, mill and job role is recommended

Additional information on approaches to assessment for the pulp and paper industry is provided in the Assessment Guidelines for this Training Package

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, 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.

Productivity requirements may include:

- energy efficiency
- waste minimisation
- evaporation minimisation, including landfill

RANGE STATEMENT

	and waste water reduction
	• environmentally safe waste disposal • consideration of resource utilisation, including fibre efficiency • minimising delays • chemical recovery maximisation • meeting key performance indicators • line speed • handovers • quality checks • meeting output targets i.e. net tonnes per employee per annum • machine/process time availability i.e. time the machine or process is making product • machine/process production rate
Coated paper processes may include:	• tail feed systems • chemical and material batching • laminating and coating • splicing • clay plant operation • calender • pre-reeler operations • super calendering • monitoring systems • rewinding • drying systems • internal unloading • combine rollers • testing
Materials and supplies may include:	• chemicals and polymers • power • water • additives • steam • labels • felts • equipment • gas • accessories (parts) • air • base paper

RANGE STATEMENT

Equipment may include:

- coater
- splicer
- pre-reelers
- crimpers
- calender
- super-calender
- parent rolls and reels
- cranes
- pigment
- coating makedown plant
- starch cooker
- slitter
- computer systems
- electronic screens and alarms
- process control systems
- analogue and digital instrumentation
- fully automated, semi-automated, manually operated plant and equipment appropriate to the coated paper process

Electronic control systems may include:

- Digital Control System (DCS)
- touch screens
- robotics

Legislation, regulatory, licensing and certification requirements may include:

- OHS and environmental requirements (local, state and commonwealth)
- activity or task specific high risk licensing requirements

Documentation, procedures and reports may include:

- SOP
- quality procedures
- environmental sustainability requirements/practices
- plant manufacturing operating manuals
- enterprise policies and procedures
- Material Safety Data Sheets (MSDS)
- oil or chemical spills and disposal guidelines
- plant isolation documentation
- safe work documentation e.g. plant clearance, job safety analysis, permit systems
- product specifications and schedules
- maintenance logs
- job sheets
- site agreements

RANGE STATEMENT

	• safety instructions • process and instrument diagrams • machine manuals • troubleshooting guides • incidents reports
Actions may include:	• process adjustments • reporting to authorised personnel • rectifying problem within level of responsibility
Communications may include	interaction with: • internal/external customers and suppliers • team members • production/service co-ordinators • maintenance services • operator support personnel • operational management • statutory authorities
Situational awareness may include	awareness of: • traffic • pedestrians • location of equipment • product • hazards • obstruction • unexpected movement
Forms of communication may include:	• written e.g. log books, emails, incident and other reports, run sheets, data entry • reading and interpreting documentation e.g. SOP, manuals, checklists, drawings • verbal e.g. radio skills, telephone, face to face, handover • non-verbal e.g. hand signals, alarms, observations • signage e.g. safety, access
Sensory information may include:	• visual • sound • feel • touch • smell

RANGE STATEMENT

- vibration
- temperature

Unit Sector(s)

Not Applicable