



Australian Government

Department of Education, Employment and Workplace Relations

FPPQAS210A Apply basic quality practices

Release: 1

FPPQAS210A Apply basic quality practices

Modification History

Not Applicable

Unit Descriptor

Unit descriptor This unit describes the outcomes required to apply basic quality practices in the pulp and paper industry

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

Application of the Unit

Application of the unit This unit applies to operators who apply basic quality practices in the pulp and paper industry. This work typically involves complex integrated equipment and continuous operations

This unit generally applies to those who:

- interpret and apply quality standards and procedures
- monitor control points, and
- conduct corrective action

to meet safety, quality and productivity requirements

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. Interpret and apply quality standards and procedures	1.1. Quality standards and procedures are interpreted and applied within Occupational Health and Safety (OHS) regulations, environmental and safe working requirements/practices, Standard Operating Procedures (SOP), and housekeeping requirements 1.2. Quality standards and procedures are interpreted and applied to individual and teamwork in accordance with standard
2. Monitor control points	2.1. Control points are monitored within OHS regulations, environmental and safe working requirements/practices, SOP, and housekeeping requirements 2.2. Production information, based on inspections, set point values and/or testing is interpreted to maintain specified product quality 2.3. The need for corrective action is prioritised
3. Conduct corrective action	3.1. Corrective action is conducted within OHS regulations, environmental and safe working requirements/practices, SOP, and housekeeping requirements 3.2. Adjustments are made according to SOP 3.3. Out-of-standard performance is identified and reported within the organisation's communication system 3.4. Routine inspections, process variable values and/or test information is recorded accurately in the reporting system according SOP 3.5. Non-conforming product is treated according to SOP 3.6. Faulty equipment is identified and reported according to SOP

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the skills and knowledge required for this unit.

REQUIRED SKILLS AND KNOWLEDGE

Required skills

- Uses required forms of communication in applying basic quality practices
- Reads and interprets required documentation, procedures and reports
- Accesses, navigates and enters computer-based information
- Records inspections, process variable values and/or test information in the reporting/recording system
- Identifies and actions problems within level of responsibility
- Identifies process control points for a specific task and/or activity
- Prioritises work station's process control points for checking and maintaining quality
- Monitors and interprets information in relation to process control points
- Outlines the limits of acceptance for each inspection, set point value and/or test
- Identifies out-of-standard performance and/or product
- Prioritises the need for corrective action based on potential risk or loss or damage if the required actions are not performed
- Makes adjustments to processes in order to maintain specified product quality
- Identifies treats out-of-standard product according to SOP

Required knowledge

- Procedures, regulations and legislative requirements relevant to applying basic quality practices including OHS, environmental including relevant sustainability requirements/practices, SOP, isolation procedures, safe working requirements, risks and hazard identification and housekeeping
- Basic problem-solving techniques consistent with level of responsibility
- Purpose of inspections, set point values and/or testing that is conducted in order to maintain specified product quality
- Steps taken in undertaking corrective actions

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 applying basic quality practices

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 applying basic quality practices

Access to the full range of equipment involved in applying basic quality practices in a pulp or paper mill is required

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

EVIDENCE GUIDE

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.

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| Monitoring and reporting | <ul style="list-style-type: none"> will typically involve the use and presentation of verbal and written information; the latter in standard format |
| Recording may be: | <ul style="list-style-type: none"> by manual and/or electronic methods in standard format |
| Legislation, regulatory, licensing and certification requirements may include: | <ul style="list-style-type: none"> OHS and environmental requirements (local, state and commonwealth) |
| Documentation, procedures and reports may include: | <ul style="list-style-type: none"> SOP quality procedures environmental sustainability requirements/practices plant manufacturing operating manuals enterprise policies and procedures ISO9000 oil or chemical spills and disposal guidelines plant isolation documentation |

RANGE STATEMENT

- Actions may include:
- safe work documentation e.g. plant clearance, job safety analysis, permit systems
 - process adjustments
 - reporting to authorised person
 - rectifying problem within level of responsibility
- Communications may include:
- interaction with:
- internal/external customers and suppliers
 - team members
 - production/service co-ordinators
 - maintenance services
 - operational support personnel
 - operational management
 - statutory authorities
- 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

Unit Sector(s)

Not Applicable