



Australian Government

Department of Education, Employment and Workplace Relations

FPPWPO330A Co-ordinate and implement waste paper shutdown

Release: 1

FPPWPO330A Co-ordinate and implement waste paper shutdown

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit describes the outcomes required to co-ordinate and implement waste paper shutdown 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 (and non-high risk) load shifting 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 and implement waste paper shutdown in the pulp and paper industry. This work typically involves complex integrated equipment and continuous operations

This unit generally applies to those who:

- assess reason and effects of shutdown
- implement shutdown procedures, and
- record and report shutdown information

to meet safety, quality and productivity requirements

It does not include starting up, monitoring and controlling or troubleshooting and rectifying waste paper operations

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. Assess reason and effects of shutdown	1.1. Reason and effects of shutdown is assessed within Occupational Health and Safety (OHS) regulations, environmental and safe working requirements/practices, Standard Operating Procedures (SOP), and housekeeping requirements 1.2. Work area instructions or maintenance schedules are used to co-ordinate a planned shutdown 1.3. Reasons for unplanned shutdown are identified 1.4. Extent of the shutdown on the waste paper plant is assessed 1.5. Effect of the shutdown is communicated as required
2. Implement shutdown procedures	2.1. Shutdown procedures are implemented within OHS regulations, environmental and safe working requirements/practices, SOP, and housekeeping requirements 2.2. Isolation requirements are implemented as required 2.3. Shutdown is planned, organised and implemented 2.4. Process supply sections of the waste paper plant are shut down
3. Record and report shutdown information	3.1. Shutdown information is recorded and reported within OHS regulations, environmental and safe working requirements/practices, SOP, and housekeeping requirements 3.2. Shutdown information is recorded including corrective actions as required 3.3. Shutdown information is communicated as required

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 and implementing a waste paper shutdown
- Reads and interprets required documentation, procedures and reports
- Accesses, navigates and enters computer-based information

REQUIRED SKILLS AND KNOWLEDGE

- Interprets instruments, gauges and data recording equipment
- Identifies and actions problems within level of responsibility
- Identifies and responds appropriately to shutdown causes
- Responds to problems associated with plant shutdown and unplanned shutdown to ensure safety quality and productivity
- Coordinates and plans shutdown activity
- Identifies type, causes and effects of plant shutdown
- Identifies and monitors process control points
- Maintains situational awareness in the work area
- Uses measuring equipment as required
- Uses tools and equipment
- Operates high risk (and non-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 control systems to control equipment and processes as required

Required knowledge

- Procedures, regulations and legislative requirements relevant to waste paper operation 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 waste paper plant, processes, layout and associated services sufficient to carry out shutdown activities within level of responsibility
- Types, causes and effects of waste paper plant shutdowns
- Required responses to all unplanned shutdowns (e.g. power outage, mechanical breakdown, blockages, jamming, air supply, control system failure) to ensure safety quality and productivity
- Process and procedures for plant shutdowns and unplanned shutdowns
- Plant and machinery functions and operations
- Emergency procedures and responses
- Application of high risk (and non-high risk) load shifting equipment as required
- Sensory and other 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 waste paper operations, 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 and implementing waste paper shutdowns

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 waste paper operations

Access to the full range of equipment involved in integrated continuous manufacturing of waste paper operations 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

EVIDENCE GUIDE

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 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

RANGE STATEMENT

Waste paper operations may include:

- pulping
- screening
- de-watering
- reject systems

Materials and supplies may include:

- waste paper
- air
- chemicals
- broke
- steam
- water
- electricity

Equipment may include:

- broke handling systems
- fork trucks and front end loaders
- cranes
- communication equipment and 2-way radios
- computer systems
- electronic screens and alarms
- process control systems
- analogue and digital instruments
- fully automated, semi-automated, manually operated plant and equipment appropriate to waste paper operations

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 (and non-high risk) load shifting licensing requirements

Documentation, procedures and reports may include:

- SOP
- quality procedures
- environmental sustainability requirements/practices
- plant manufacturing operating manuals
- oil or chemical spills and disposal guidelines
- plant isolation documentation
- safe work documentation e.g. plant clearance, job safety analysis, permit systems
- Material Safety Data Sheets (MSDS)
- furnish sheets
- tally sheets

RANGE STATEMENT

- process and instrument diagrams
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- Maintenance may include:
- operator level maintenance as per site agreement
 - operator maintenance schedules
 - maintenance systems
 - maintenance suppliers
 - proactive maintenance strategies e.g. Total Productive Maintenance (TPM), Reliability Centred Maintenance (RCM)
- Actions may include:
- process adjustments
 - reporting to authorised person
 - rectifying problem within level of responsibility
- Communications may include interaction with:
- internal/external customers and suppliers
 - team members
 - maintenance services
 - operational management
- Situational awareness may include awareness of:
- traffic
 - pedestrians
 - location of equipment
 - product
 - hazards
 - obstruction
 - unexpected movement
- Forms of communications 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