



Australian Government

MEM14002 Undertake basic process planning

Release: 1

MEM14002 Undertake basic process planning

Modification History

Release 1. Supersedes and is equivalent to MEM14002B Undertake basic process planning

Application

This unit of competency defines the skills and knowledge required to review process specifications and determine the production sequence and applies to one of a range of processes in manufacturing: machining, pressing, assembly and to a stage of the overall production process.

It does not apply to interfacing between processes.

Where planning is based on engineering drawings and supporting engineering data, appropriate units of competence should also be selected.

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

Band: B

Unit Weight: 8

Pre-requisite Unit

MEM13015	Work safely and effectively in manufacturing and engineering
MEM16006	Organise and communicate information

Competency Field

Planning

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

1	Determine job requirements	1.1	Follow standard operating procedures (SOPs)
		1.2	Comply with work health and safety (WHS) requirements at all times
		1.3	Examine supporting engineering and production data, as

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required

1.4 Determine the production processes to be used

1.5 Obtain and examine specifications

2 **Determine production sequence**

2.1 Identify steps required for the process and produce flow charts in accordance with SOPs, as required

2.2 Prepare material and parts lists

2.3 Document tooling and/or equipment requirements

2.4 Identify quality assurance steps and specifications and incorporate into process steps

2.5 Document process steps and clearly represent

Foundation Skills

This section describes those required skills (reading, writing, oral communication and numeracy) that are essential to workplace performance in this unit of competency.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

No range of conditions provided for this unit.

Unit Mapping Information

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Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2>

Assessment Requirements for MEM14002 Undertake basic process planning

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria on at least two (2) occasions and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- identifying and interpreting engineering and production data and determining production processes, including work planned over a specified timeframe, taking into account required and available resources
- identifying steps and milestones against which progress can be checked and preparing flow charts in accordance with procedures
- preparing material and parts lists and documenting tooling and/or equipment requirements in accordance with SOPs.

Knowledge Evidence

Evidence required to demonstrate the required knowledge for this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include knowledge of:

- safe work practices and procedures
- production processes found within the organisation
- tooling and/or equipment requirements for workplace processes
- quality assurance requirements.

Assessment Conditions

- Assessors must:
 - have vocational competency in undertaking basic process planning at least to the level being assessed with relevant industry knowledge and experience
 - satisfy the assessor requirements in the *Standards for Registered Training Organisations 2015* or its replacement and comply with the *National Vocational Education and Training Regulator Act 2011*, its replacement or equivalent legislation covering VET regulation in a non-referring state/territory as the case requires

- Where possible assessment must occur in operational workplace situations. Where this is not possible or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment that reflects realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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