



Australian Government

Department of Education, Employment and Workplace Relations

MEM07024B Operate and monitor machine/process

Release: 1

MEM07024B Operate and monitor machine/process

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers obtaining the job instruction, conducting the pre-start checks, and operating and monitoring the machine or process.
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Application of the Unit

Application of the unit	This unit applies to a range of production operations or continuous processes. The work is performed in accordance with clear step-by-step instructions and procedures documented on job sheets or similar process instruction documents. Operational adjustments to the machine or process by the operator are made using external controls. Basic operation (excluding setting and tool adjustments) of CNC machines is covered by this unit. Where production packaging and labelling of the finished goods or product is required, Unit MEM11006B (Perform production packaging) should be considered. This unit should not be selected with any of the following units unless the skills of this unit are being applied to an additional and different type of machine and or process: Unit MEM04001B (Operate melting furnaces), Unit MEM04002B (Perform gravity die casting), Unit MEM04003B (Operate pressure die casting machine), Unit MEM04006B (Operate sand moulding and core making machines), Unit MEM06001B (Perform hand forging), Unit MEM06002B (Perform hammer forging), Unit MEM08001B (Perform wire, jig and barrel load/unload work), Unit MEM08004B (Finish work using wet, dry and vapour deposition methods), Unit MEM08008B (Operate and control surface finishing waste treatment process) Band: A Unit Weight: 4
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

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 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.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Obtain job instructions	1.1.Job sheets or equivalent instructions are interpreted correctly.
2. Conduct pre-start checks	2.1.Pre-start checks are undertaken to standard operating procedure. 2.2.Safety procedures are observed and all safety equipment is checked for correct operation.
3. Operate machine/process	3.1.Machine/process is started up safely and correctly in accordance with standard operating procedures. 3.2.Machine/process is operated in accordance with job instructions or standard operating procedures. 3.3.Components/feed stock are loaded and maintained consistent with production requirements. 3.4.Machine/process output is unloaded safely to standard operating procedures, as required. 3.5.Machine/process output is handled and stored in a manner not likely to cause damage, as required. 3.6.Production data is recorded to standard operating procedures.
4. Monitor machine/process	4.1.Machine/process is monitored for safe and correct operation, deviations and faults are identified and reported in accordance with standard operating procedures. 4.2.Emergency procedures are understood and followed in accordance with standard operating procedures.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Look for evidence that confirms skills in:

- following job sheets, standard operating procedures and other applicable workplace forms
- manual handling
- following oral instructions

REQUIRED SKILLS AND KNOWLEDGE

- entering routine and familiar information onto proformas and standard workplace forms
- orally reporting routine information
- identifying deviations and faults in machine operation/process

Required knowledge

Look for evidence that confirms knowledge of:

- pre-start checks
- machine/process start-up and unloading procedures
- component/feed stock levels to ensure continuous process
- production recording and reporting requirements
- types of product fault/deviations
- consequences of improper handling and storing of finished work
- procedures to be followed in emergency situations
- use and application of personal protective equipment
- safe work practices and procedures
- hazards and control measures associated with operating and monitoring machine/process

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	A person who demonstrates competency in this unit must be able to obtain the job instruction, conduct the pre-start checks, and operate and monitor the machine or process.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts.
Context of and specific resources for assessment	This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate. This unit could be assessed in conjunction with any other units addressing the safety, quality, communication, materials handling, recording and reporting associated with operating and monitoring machine/process or other units requiring the exercise of the skills and knowledge covered by this unit.
Method of assessment	Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.
Guidance information for	

EVIDENCE GUIDE

assessment	
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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.

Pre-start checks

Condition of machine before operation

Machine/process

Machines and processes used in pressing, punching, plastic moulding, extruding, bending, joining, rolling, forming, drawing, metal removal, pickling, cylinder filling, printing, painting etc.

Production data

Production schedules, job sheets, checklists

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	Machine and process operations
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