



Australian Government

Department of Education, Employment and Workplace Relations

MSAPMSUP310A Contribute to the development of plant documentation

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor

This unit of competency covers the development of relevant plant documentation and systems in response to identified information requirements including the development and/or amendment of workplace documents, procedures and record keeping systems.

Application of the Unit

Application of this unit

This competency is typically performed by an experienced operator, leading hand or supervisor. The employee will:

- determine what needs to be done
- draft new/revised documentation
- arrange for documentation to be checked
- follow document control procedures.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisites

This unit has **no** prerequisites.

Employability Skills Information

Employability Skills

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes of a unit of competency	Performance Criteria describe the required performance needed to demonstrate achievement of the Element. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT ELEMENT	PERFORMANCE CRITERIA Performance Criteria describe the required performance needed to demonstrate achievement of the Element. Assessment of performance is to be consistent with the Evidence Guide.
1. Identify information need/deficiency.	1.1 Determine the information requirements of the organization. 1.2 Evaluate current documentation. 1.3 Recognise information need/deficiency. 1.4 Discuss information requirements with appropriate personnel.
2. Develop/revise plant documentation.	2.1 Specify information need and set/prioritise objectives 2.2 Analyse existing documentation/records in accordance with specified requirements. 2.3 Develop/amend documentation as a draft in accordance with specifications to standard format. 2.4 Issue documentation to appropriate personnel for review. 2.5 Edit documentation and amend in accordance with review requirements. 2.6 Complete documentation to satisfy the initial identified need/deficiency.
3. Communicate changes to plant documentation.	3.1 Explain and communicate documentation to all relevant personnel. 3.2 Distribute documentation to all appropriate personnel. 3.3 Evaluate implementation of documentation. 3.4 Amend documents if required.

Required Skills and Knowledge

This describes the essential skills and knowledge and their level required for this unit. Knowledge of organisation standard procedures, work instructions and relevant regulatory requirements along with the ability to implement them within appropriate time constraints relevant to the job.

Knowledge of organisation information systems, procedures, equipment and relevant documentation sufficient to be able to develop or amend company documentation.

Knowledge of the relevant OHS and environmental requirements is required along with an ability to implement them in a manner which is relevant to the drafting of all relevant documentation.

Competence also includes the ability to:

- plan own work, including predicting consequences and identifying improvements
- identify and describe own role and role of other employees.

Language, literacy and numeracy requirements

This unit requires the ability to read and interpret typical product specifications, job sheets, work instructions and material labels as provided to operators.

Writing is required to the level of drafting documents for the required audience.

Numeracy is also required to the extent required by production data, work instructions and procedures.

Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the Performance Criteria, required skills and knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

Overview of assessment

A holistic approach should be taken to the assessment.

Assessors must be satisfied that the person can consistently perform the unit as a whole, as defined by the Elements, Performance Criteria and skills and knowledge.

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

Consistent performance should be demonstrated. For example, look to see that:

- information required is researched, and intended use is taken into account
- documentation is completed accurately, concisely and in accordance with requirements
- completed documentation is easily understood by the recipient
- information is communicated in the appropriate manner
- communication distinguishes between relevant and peripheral issues.

Assessment method and context

Assessment will occur using work-based documents and in a work-like environment.

Competence in this unit may be assessed:

- by direct observation and accessing the workplace records system

- in a situation allowing the generation of evidence of the ability to recognise, anticipate and solve problems
- by using a suitable simulation and/or a range of case studies/scenarios
- through a combination of these techniques.

In all cases it is expected that practical assessment will be combined with targeted questioning to assess the underpinning knowledge and theoretical assessment will be combined with appropriate practical/simulation or similar assessment. Assessors need to be aware of any cultural issues that may affect responses to questions.

Assessment processes and techniques must be culturally appropriate and appropriate to the oracy, language and literacy capacity of the assessee and the work being performed.

Specific resources for assessment

This section should be read in conjunction with the Range Statement for this unit of competency. Resources required include suitable access to an operating plant or equipment that allows for appropriate and realistic simulation. A bank of case studies/scenarios and questions will also be required to the extent that they form part of the assessment method. Questioning may take place either in the workplace, or in an adjacent, quiet facility such as an office or lunchroom. No other special resources are required.

Access must be provided to appropriate learning and/or assessment support when required. Where applicable, physical resources should include equipment modified for people with disabilities.

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. Add any 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. Where reference is made to industry codes of practice, and/or Australian/international standards, the latest version must be used.

Context

This competency applies to all work environments in the industry.

Work is governed by established workplace procedures, and extent of authority for drafting/document approval.

Procedures

All operations are performed in accordance with procedures.

Procedures include all relevant workplace procedures, work instructions, temporary instructions and relevant industry and government codes and standards.

Documentation

This unit of competency includes sources of documentation such as:

- maintenance logs
- non-compliance reports
- incidence and accident reports
- permits
- schematics/process flows/ engineering drawings.
- job cards

- standard operating procedures
- work instructions
- operating manuals
- quality procedures
- training program contents
- materials safety data sheets.

Problems

'Anticipate and solve problems' means resolve a wide range of routine and non-routine problems, using product and process knowledge to develop solutions to problems which do not have a known solution/s recorded in the procedures.

Typical problems may include:

- inaccurate source documents
- out-of-date source documents
- source documents too technical/lacking detail/of wrong focus
- prioritising of document drafting with other work.

Appropriate action for problems outside of area of responsibility may be reported to an appropriate person.

Appropriate action for solving problems within area of responsibility includes asking questions and seeking assistance from appropriate persons/sources

Unit Sector(s)

Not applicable.