



Australian Government

MSFFT4004 Establish and monitor production inventory requirements

Release: 1

MSFFT4004 Establish and monitor production inventory requirements

Modification History

Release 1 - New unit of competency

Application

This unit of competency covers determining, specifying and documenting the production materials and consumables required for the production of mass-produced and customised fittings, equipment and assemblies. It does not cover the management of the inventory.

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

Pre-requisite Unit

Competency Field

Unit Sector

Furnishing Technology

Elements and Performance Criteria

Elements describe the essential outcomes.

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

1	Identify materials requirements	1.1	Drawings and specifications for materials are read and interpreted
		1.2	Sources of product supply are identified
		1.3	Normal quantity supply and matching storage facilities and equipment are identified
		1.4	Material safety data sheets (MSDS) or other supplier safety information are read and any relevant engineering controls or personal protection equipment are identified, and any additional resources required for safe workplace handling and storage of the materials are documented and reported
		1.5	Procedures to deal with fire or explosion risk, spills or injury are identified and recorded

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| 2 | Monitor consumables and production materials | 2.1 | Consumables and production materials are checked for conformity to design specification and capacity to meet the requirements of the end product |
| | | 2.2 | Any non-conformity in materials is noted and possible causes investigated and documented, including any variations, which may need to be made to the production process or materials used |
| | | 2.3 | Materials and consumables are compared with competitive products, market information and recommendations are made on preferred options |
| | | 2.4 | Preparation procedures for consumables and production materials are identified and checked for required additives, consumables and other materials or equipment requirement |
| | | 2.5 | Materials ordering, storage, safe movement and waste disposal needs are identified |
| 3 | Document materials estimates | 3.1 | All procedures for the estimates process are checked for conformity with workplace procedures |
| | | 3.2 | Cost reports, including time and maintenance, are prepared |
| | | 3.3 | Estimates are authorised by appropriate personnel for implementation |
| | | 3.4 | Recommendations for variations to materials specifications are made to appropriate personnel |

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency. Detail on appropriate performance levels for each furnishing unit of competency in reading, writing, oral communication and numeracy utilising the Australian Core Skills Framework (ACSF) are provided in the Furnishing Training Package Implementation Guide.

Range of Conditions

Specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Range is restricted to essential operating conditions and any other variables essential to the work environment.

- Unit context includes:**
- work health and safety (WHS) requirements, including legislation, building codes, material safety management systems, hazardous and dangerous goods codes and local safe operating procedures or equivalent
 - work is carried out in accordance with legislative obligations, environmental legislation, relevant health regulations, manual handling procedures and organisation insurance requirements
 - work requires individuals to demonstrate conceptual ability, discretion, judgement and problem solving
 - decisions are made within the context of application of process, materials knowledge and estimates and extensive knowledge of the required production output and product quality standards
 - function is undertaken in accordance with established enterprise procedures, and practices may include requirements recommended by manufacturers
 - work is performed with minimal supervision or direction and may involve individual and team related
 - customers or suppliers may be internal or external
- Machines and equipment include:**
- microprocessor or computer-controlled machines
 - both production and facility equipment used in the enterprise
- Materials include:**
- timber
 - metal alloys
 - cloth and glass
 - flooring materials
 - the full range of consumables required to directly support the production process
- Personal protective equipment includes:**
- that prescribed under legislation, regulations and enterprise policies and practices
- Information and procedures include:**
- work procedures/instructions
 - manufacturer specifications and instructions
 - production process supply support information and specifications
 - commercial supply system indices, catalogues and bulletins
 - supplier evaluation histories
 - budgetary/fiscal constraints
 - legislation/regulation/national and industry codes and practices relevant to the product
 - quality and Australian Standards and procedures

Unit Mapping Information

Supersedes and is equivalent to LMFFT4004B Establish and monitor production inventory requirements.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0601ab95-583a-4e93-b2d4-cfb27b03ed73>

Assessment Requirements for MSFFT4004 Establish and monitor production inventory requirements

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Performance Evidence

- Collect, organise and understand information related to multi-trade work instructions and work orders, building and structural plans and safety procedures
- Apply safe handling requirements for equipment, products and materials, including use of personal protective equipment
- Identify materials used in the work process
- Follow work instructions, operating procedures and inspection processes to:
 - minimise the risk of injury to self or others
 - prevent damage to goods, equipment and products
 - maintain required production output and product quality
- Identify process requirements in terms of materials and specialist equipment
- Determine appropriate materials and consumables to match production and product quality standards and identify commercially viable sources of their supply
- Calculate materials and other resource requirements and costs, and cost and document requirements
- Identify the impact of decisions in terms of commercial, environmental and safety risks
- Use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements
- Communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures
- Use workplace technology related to the coordination, including communication equipment, time and management aids and other measuring devices
- Avoid backtracking, work flow interruptions or wastage
- Work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity

Knowledge Evidence

- Company business policies and plans, including procedures for company products, market, work systems and equipment
- Authorised production processes and plans and related materials and consumables
- Materials and process characteristics and special requirements
- Commercial supply systems, including standard documentation support processes
- Cost-benefit analysis or equivalent techniques

Assessment Conditions

- Assessors must:
 - hold training and assessment competencies as determined by the National Skills Standards Council (NSSC) or its successors
 - have vocational competency in the furnishing industry at least to the level being assessed with broad industry knowledge and experience, usually combined with a relevant industry qualification
 - be familiar with the current skills and knowledge used and have relevant, current experience in the furnishing industry.
- Assessment methods must confirm consistency of performance over time rather than a single assessment event and in a range of workplace relevant contexts.
- Assessment must be by observation of relevant tasks with questioning on underpinning knowledge and, where applicable, multimedia evidence, supervisor's reports, projects and work samples.
- Assessment is to be conducted on single units of competency or in conjunction with other related units of competency. Foundation skills are integral to competent performance in the unit and should not be assessed separately.
- Assessment must occur on the job or in a workplace simulated facility with relevant process, equipment, materials, work instructions and deadlines.
- Access is required to production plans, materials and consumables specifications, commercial supply system indices, directories and catalogues, financial resources and delegations, and appropriate software.

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