



Australian Government

MSMOPS102 Perform tasks to support production

Release: 1

MSMOPS102 Perform tasks to support production

Modification History

Release 1. Supersedes and is equivalent to MSAPMOPS102A Perform tasks to support production

Application

This unit of competency covers the skills and knowledge required to perform tasks in support of the production process working under close supervision.

This competency applies to personnel who are not operating equipment but are making products or contributing to the production process through predominantly manual tasks. These tasks might be referred to as 'fetch and carry' type tasks.

This unit of competency applies to an individual working alone or as part of a team/work group and working in liaison with other shift team members and the control room operator, as appropriate. It might also apply to a more experienced operator working outside their field of expertise and under close supervision.

The competency applies to all sectors of the manufacturing industry.

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

Pre-requisite Unit

Nil

Competency Field

Operations

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes

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

1	Perform general duties and tasks	1.1	Perform tasks as directed
		1.2	Ask questions of appropriate person to confirm unusual requirements

		1.3	Organise relevant equipment and tools and check to confirm good working condition
		1.4	Identify hazards and follow specified hazard controls
		1.5	Select and use personal protective equipment (PPE), where needed, in accordance with organisation procedures
2	Transfer, remove or supply materials/product where required	2.1	Organise, confirm and record requests and tasks according to specified procedures
		2.2	Identify and organise appropriate equipment for transferring material where relevant
		2.3	Load and unload material using suitable aids
		2.4	Transfer/move material to the correct destination in a safe manner
3	Perform cleaning duties associated with role	3.1	Clarify cleaning duties
		3.2	Determine, prepare and mix appropriate cleaning equipment and chemicals/detergents for specific tasks
		3.3	Follow procedures for handling and storage of cleaning liquids in accordance with organisation or manufacturer specifications
		3.4	Clean as required
4	Complete duties and reporting requirements	4.1	Identify routine problems and take corrective actions, as required
		4.2	Complete reporting requirements in accordance with organisation procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

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

Range of Conditions

This field allows for 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.

Procedures

All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, and include one or more of the following:

- emergency procedures
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant

Tools and equipment

Tools and equipment include one or more of the following:

- cleaning equipment
- detergents and other chemicals
- simple hand and power tools
- hand trolleys pallet trucks

Note that production equipment and complex equipment, such as forklifts, overhead cranes or front-end loaders, are not covered by this unit.

Loading and unloading aids

Loading and unloading aids include equipment other than regulated load shifting equipment.

Loading and unloading aids must conform to materials handling requirements, safe work practices and manual handling techniques and workplace procedures.

Hazards

Hazards include one or more of the following:

- manual handling injuries

- slip/trip hazards
- smoke, darkness and heat
- heat, smoke, dust or other atmospheric hazards
- electricity
- gas
- gases and liquids under pressure
- structural hazards
- structural collapse
- equipment failures
- industrial (machinery, equipment and product)
- equipment or product mass
- noise, rotational equipment or vibration
- limited head spaces or overhangs
- working at heights, in restricted or confined spaces, or in environments subjected to heat, noise, dusts or vapours
- fire and explosion
- flammability and explosivity
- hazardous products and materials
- unauthorised personnel
- sharp edges, protrusions or obstructions
- slippery surfaces, spills or leaks
- extreme weather
- other hazards that might arise

Routine problems Routine problems must be reported and corrective action taken according to relevant procedures.

Routine problems include one or more of the following:

- difficult access to the work area
- awkward work spaces
- tool failures or breakages
- defective equipment
- incorrect or defective materials
- wrong quantities of materials

Corrective actions Corrective actions include one or more of:

- reporting to an appropriate person
- taking action specified in the procedure

Appropriate personnel Appropriate personnel includes one or more of:

- supervisor

- more senior operator
- other designated personnel

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSAPMOPS102A Perform tasks to support production

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027>

Assessment Requirements for MSMOPS102 Perform tasks to support production

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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 and must include the ability to:

- follow procedures to work safely, including:
 - selecting and using personal protective equipment (PPE)
 - locating and transporting materials and products
 - selecting and using equipment and tools
 - undertaking basic tasks to meet standards
 - identifying hazards and applying control measures
- clarify and confirm tasks and procedures
- recognise labels and signs
- identify routine problems and take corrective action, where appropriate
- complete forms and documentation.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- organisational procedures, including:
- safety, emergency and hazard control
- relevant organisation standard operating procedures (SOPs)
- hazards that may arise in the job/work environment, including:
 - their possible causes
 - potential consequences
 - appropriate risk controls
- types and application of PPE relevant to job/work environment
- safe handling of materials relevant to job
- types and application of equipment and criteria for determining good working condition
- routine problems that may arise in the job/work environment and corrective action appropriate to the problem cause
- reporting procedures.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence based on a holistic assessment of the evidence.
- The collection of performance evidence:
 - should occur over a range of situations which include typical disruptions to normal, smooth operations
 - must include the use of appropriate tools, equipment and safety gear requiring demonstration of preparation, operation, completion and responding to problems
 - may use industry-based simulation for all or part of the unit particularly where safety, lack of opportunity or significant cost is an issue.
- Assessment should 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 reflecting 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.
- Assessment in a simulated environment should use evidence collected from one or more of:
 - walk-throughs
 - pilot plant operation
 - demonstration of skills
 - industry based case studies/scenarios
 - ‘what ifs’.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept).
- 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.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- As a minimum, assessors must satisfy the Standards for Registered Training Organisations 2015 assessor requirements.

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