



Australian Government

PMASUP410 Develop plant documentation

Release: 1

PMASUP410 Develop plant documentation

Modification History

Release 1. Supersedes and is equivalent to PMASUP410B Develop plant documentation

Application

This unit of competency covers the skills and knowledge required to develop, establish and evaluate plant documentation in response to identified information requirements. Examples of information requirements include workplace documents for the introduction of new systems, processes, equipment and record keeping requirements.

This unit of competency applies to senior technicians, team leaders and supervisors, or those in similar roles who are required to apply in-depth knowledge of process and plant in order to investigate the need for new plant documentation, determine operating principles and best practice in consultation with others, draft and validate the plant documentation, and communicate and distribute the new/amended documentation.

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

Pre-requisite Unit

Nil

Competency Field

Support

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.

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

1	Identify information need/deficiency	1.1	Identify the need for documentation in accordance with company requirements
		1.2	Evaluate current documentation where existent
		1.3	Define information need/deficiency
		1.4	Discuss information requirements with appropriate personnel

2	Develop plant documentation	2.1	Specify information need and set/prioritise objectives
		2.2	Analyse existing documentation/records in accordance with specified requirements
		2.3	Source information and determine operating principles, best practice and other content as required.
		2.4	Develop/amend documentation as a draft in accordance with specifications to standard format
		2.5	Issue documentation to appropriate personnel for review
		2.6	Edit documentation and amend in accordance with review requirements
		2.7	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

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.

Regulatory The latest version of all legislation, regulations, industry codes of practice

framework	and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following: • legislative requirements, including work health and safety (WHS) • industry codes of practice and guidelines • environmental regulations and guidelines • Australian and other standards • licence and certification requirements
Procedures	All operations must be performed in accordance with relevant procedures. Procedures are written, verbal, visual, computer-based or in some other form, 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
Plant documentation	Plant documentation to be developed/amended includes one or more of the following: • operating procedures • work instructions • incident procedures • operating manuals • quality manuals and procedures • training program contents/materials

Unit Mapping Information

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Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=9fc2cf53-e570-4e9f-ad6a-b228ffdb6875>

Assessment Requirements for PMASUP410 Develop plant documentation

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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 include the ability to:

- review and interpret a range of relevant sources of information and select relevant content
- communicate and consult effectively with all stakeholders
- clearly convey complex/technical information in writing
- use language, structures and formats that are appropriate to information needs, the reader and organisation requirements.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- principles of operation of plant/equipment
- process-specific science (e.g. physics, chemistry and biochemistry) and mathematics
- organisation procedures, including those covering:
 - information systems
 - data management
 - quality
 - safety, emergency and hazard control
 - policy/procedure development
 - document control and approvals
 - style guides and standards for documentation
 - use of internet
 - relevant standard operating procedures
- standard codes of practice relevant to developing plant documentation
- sources of information, including:
 - manufacturing specifications
 - product specifications
 - company policies and procedures
 - customer requirements
 - industry/work place codes of practice
 - state/territory work health and safety (WHS) legislation and regulations
 - ISO and other industry standards and regulations

- industry associations, networks and professional bodies.

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
 - will typically include a supervisor/third-party report focusing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
 - must include developing and/or amending at least two (2) types of plant documentation, 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 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.
- The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.

- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- In addition, the assessor or anyone acting in subject matter expert role in assessment must demonstrate both technical competency and currency. If the assessor cannot demonstrate technical competency and currency they must assess with a subject matter expert who does meet these requirements.
- Technical competence can be demonstrated through one or more of:
 - relevant VET or other qualification/Statement of Attainment
 - appropriate workplace experience undertaking the type of work being assessed under routine and non-routine conditions
 - appropriate workplace experience supervising/evaluating the type of work being assessed under routine and non-routine conditions
- Currency can be demonstrated through one or more of:
 - being currently employed undertaking the type of work being assessed
 - being employed by the organisation undertaking the type of work being assessed and having maintained currency in accordance with that organisation's policies and procedures
 - having consulted/had contact with an organisation undertaking the type of work being assessed within the last twelve months, the consultation/contact being related to assessment
 - conducting on-the-job training/assessments of the type of work being assessed
 - being an active member of a relevant professional body and participating in activities relevant to the assessment of this type of work.

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