



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>