



Australian Government

PMBFIN203 Repair product imperfections

Release: 1

PMBFIN203 Repair product imperfections

Modification History

Release 1. Supersedes and is equivalent to PMBFIN203C Repair product imperfections

Application

This unit of competency covers the skills and knowledge required to repair product imperfections during or after production.

This unit of competency applies to production support operators or those in similar roles who are required to decide whether repairs should be undertaken, select appropriate materials and equipment, and perform the repairs to meet specifications.

This unit of competency applies to an individual working alone or as part of a team or group and working in liaison with other shift team members, team leader and supervisor, as appropriate.

This unit of competency applies to all sectors of the industry.

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

Pre-requisite Unit

Nil

Competency Field

Finishing

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.

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

1	Identify damage and select materials and repair process	1.1	Interpret product specifications and work order documentation
		1.2	Identify product faults and make decisions as to the feasibility of the repair in terms of the intended use of the product and the quality specifications
		1.3	Select technology appropriate for the repair

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| | | 1.4 | Identify appropriate repair materials and match to fault and repair method |
| | | 1.5 | Assemble materials and tools and check for suitability for purpose |
| | | 1.6 | Locate and use manufacturer information and safety advice on products to plan work |
| | | 1.7 | Plan order of work to identify required work sequences, times, work process stages, engineering controls and personal protective equipment (PPE) |
| | | 1.8 | Design repairs to conform to quality specification, minimise time and economically use consumable materials |
| 2 | Conduct repairs | 2.1 | Identify and eliminate sources of contamination |
| | | 2.2 | Prepare surfaces in accordance with manufacturer instructions and workplace requirements |
| | | 2.3 | Conduct repairs in the appropriate locations and check for conformity with job specification |
| 3 | Clean work area and prepare products for the next process | 3.1 | Clean and inspect used equipment for serviceable condition and store appropriately |
| | | 3.2 | Tag unserviceable equipment, identify faults and inform appropriate personnel |
| | | 3.3 | Inspect and approve repaired products for suitability for further processing or for customer delivery |
| | | 3.4 | Tag products which do not meet quality specifications for further repair or treatment |
| | | 3.5 | Clean work area and return to approved condition |
| 4 | Follow workplace procedures to finish product | 4.1 | Follow waste and recycling procedures |
| | | 4.2 | Assemble and sort repaired products for delivery to other work sections in accordance with workplace procedures |

		4.3	Complete appropriate documentation
5	Identify and rectify routine problems	5.1	Identify the range of routine problems that can occur during the repair process
		5.2	Determine and rectify routine problems in accordance with procedures
		5.3	Identify faults in equipment, tag unserviceable equipment and report to designated person
		5.4	Ensure appropriate records and logbooks are maintained to meet procedures

Foundation Skills

This section describes those required skills (language, literacy and numeracy) 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 framework The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used.

Applicable legislation, regulations, standards and codes of practice include:

- health, safety and environmental legislation (HSE), regulations and codes of practice relevant to the workplace, manual handling and hazardous materials
- Australian/international standards relevant to the materials being used and products being made
- any relevant licence and certification requirements.

All operations to which this unit applies are subject to stringent HSE requirements, which may be imposed through state/territory or federal legislation, and these must not be compromised at any time. Where there is an

apparent conflict between performance criteria and such requirements the legislative requirements take precedence.

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 any combination of:

- 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:

- basic hand tools required for cosmetic repairs of products
- power/air tools
- plastic or other filling compounds.

Additional tools and equipment will be selected as required from:

- hand tools used in the process
- hoists/lifting equipment not requiring any special permits or licences
- manual handling aids, such as hand carts and trolleys
- relevant personal protective equipment (PPE).

Routine problems Routine problems must be resolved by applying known solutions.

Routine problems are predictable and include one or more of:

- inappropriate filling materials being selected and used
- equipment failures
- unserviceable equipment
- effect of weather on curing times
- variations in materials contamination of materials
- separation of filling and parent materials.

Known solutions are drawn from one or more of:

- procedures
- training
- remembered experience.

Non-routine problems must be reported according to according to relevant procedures.

Hazards Hazards must be identified and controlled. Identifying hazards requires consideration of:

- heat, smoke, dust, vapours or other atmospheric hazards
- hazardous products and materials
- sharp edges, protrusions or obstructions
- slippery surfaces, spills or leaks
- electricity
- gas
- gases and liquids under pressure
- structural hazards
- equipment failures
- rotational equipment or vibration
- machinery, equipment and product mass
- limited head spaces or overhangs
- working at heights
- working in restricted or confined spaces
- other hazards that might arise.

Unit Mapping Information

Release 1. Supersedes and is equivalent to PMBFIN203C Repair product imperfections

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=932aacef-7947-4c80-acc6-593719fe4090>

Assessment Requirements for PMBFIN203 Repair product imperfections

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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 demonstrate the ability to:

- read and interpret procedures, job specifications, material labels and safety data sheets (SDS)
- determine the degree of repair able to be affected
- select and use materials, tools and equipment to make repairs to meet job specifications
- identify the priority in which jobs/product will be completed ensuring appropriate repair materials and equipment are available
- check the repair to identify conformance and/or non-conformance to specifications
- identify hazards and apply relevant hazard controls
- apply safety procedures
- apply housekeeping procedures
- apply waste management procedures
- recognise routine and non-routine problems
- identify when the operator is able to rectify faults, when assistance is required and who is the appropriate source for assistance
- take action to resolve faults or report faults to appropriate personnel
- distinguish between possible causes of routine faults, including:
 - raw material variations
 - contamination of raw material
 - process/procedural problems
 - mechanical abnormalities
 - production defects
- apply waste and recycling procedures
- communicate effectively with team/work group and supervisors
- complete workplace records
- do basic arithmetical manipulations, including additions, subtractions, divisions, fractions and percentages.

Knowledge Evidence

Must provide evidence that demonstrates knowledge relevant to their job sufficient to operate under routine only supervision and to solve routine problems, including knowledge of:

- product quality requirements
- product defect classifications
- signs of typical product defects relevant to the products being made
- types, applications and compositions of common repair materials
- factors that affect the feasibility of repairing defects
- methods for repairing common defects
- sources of contamination that may affect repairs and how to eliminate them
- routine and non-routine problems that may arise, the range of possible causes and appropriate actions
- impact of incorrect or faulty materials
- organisation procedures relevant to the work environment/job role
- hierarchy of control
- hazards that may arise in the job/work environment and:
 - their possible causes
 - potential consequences
 - appropriate risk controls.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- In all plants it may be appropriate to assess this unit concurrently with units such as:
 - teamwork
 - communication.
- The collection of performance evidence:
 - should occur over a range of situations which include typical disruptions to normal, smooth operations and provide for demonstration of responding to problems
 - will typically include a supervisor/third-party report or other evidence, 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 the use of industry appropriate materials, tools, equipment, data and documentation
 - 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 that reflects 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 demonstration of skills and one or more of:

- walk-throughs
- pilot plant operation
- industry-based case studies/scenarios
- ‘what ifs’.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process, such as workbooks, written assessments or interviews.
- 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 shall demonstrate both technical competency and currency. If the assessor cannot demonstrate technical competency and currency they shall 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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