



Australian Government

Department of Education, Employment and Workplace Relations

PMC553080B Set up and optimise finishing process

Revision Number: 1

PMC553080B Set up and optimise finishing process

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers setting up and optimising the finishing process for a flat sheet manufacturing process such as fibre board or plasterboard. It involves monitoring and interpreting process data, adjusting processes, completing quality and fault finding inspections and monitoring stock.
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Application of the Unit

Application of the unit	This unit of competency applies to operators who are responsible for setting up, monitoring and tuning equipment or processes to optimise performance, including the rectification of non-routine equipment and quality problems. This competency is typically performed by operators working either independently or as part of a work team. At all times they would be liaising with other members of the team.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare the process for production	1.1. Identify all safety and emergency procedures 1.2. Shut down all equipment in accordance with work instructions and manufacturer's specifications 1.3. Consult the production schedule to determine the product to be manufactured 1.4. Ensure that the raw materials are available as required 1.5. Ensure that the equipment change parts, ancillaries and fixtures are available as required 1.6. Complete records and logs for setup of finishing equipment
2. Set up finishing process	2.1. Perform checks and tests to product and equipment specifications 2.2. Ensure alignment of all equipment by performing checks and adjustments according to product specifications/work instructions 2.3. Ensure that process and equipment is setup as required for the production schedule 2.4. Ensure that the equipment is in a safe condition for use
3. Monitor, interpret data and adjust operation	3.1. Monitor instruments and control panels, and interpret test results for fluctuations, variations and trends 3.2. Monitor plant and process and deduce conditions of materials in process and products being made 3.3. Determine appropriate action to improve process operation 3.4. Adjust controls to ensure product parameters are maintained to job specifications 3.5. Check that process operation has improved 3.6. Continue analysing data and making adjustments until desired level of process operation is achieved and product is within specifications in accordance with work instructions
4. Sample, test and record product data	4.1. Carry out sampling procedures appropriate to the product and the test in line with enterprise requirements 4.2. Complete appropriate test to enterprise and client requirements 4.3. Measure/graph and record operating parameters,

ELEMENT	PERFORMANCE CRITERIA
	according to enterprise requirements 4.4. Record test results in hard or electronic form as required by standard procedures and work instructions
5. Rectify equipment and quality problems	5.1. Identify the range of equipment and quality faults that can occur during the operation 5.2. Determine and rectify equipment and quality fault causes in accordance with established enterprise procedures 5.3. Identify and rectify equipment failure causes in accordance with established enterprise procedures 5.4. Make sure appropriate records and log books of equipment operations are maintained to meet enterprise requirements 5.5. Identify non-routine problems and rectify within area of responsibility 5.6. Report problems outside area of responsibility to designated person
6. Shut down equipment	6.1. Shut down equipment in accordance with work instructions 6.2. Complete appropriate records and logs 6.3. Shut down equipment in an emergency situation
7. Control hazards	7.1. Identify hazards from the job to be done 7.2. Identify other hazards in the work area 7.3. Assess the risks arising from those hazards 7.4. Implement measures to control those risks in line with procedures

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Required skills include:

- recognising process conditions that will lead to out of specification production
- implementing enterprise's standard procedures and work instructions and relevant regulatory requirements in a manner relevant to the operation of the process
- reading and numeracy to interpret workplace documents and technical information

Required knowledge

Required knowledge includes:

- composition and nature of the product
- setup/changeover and tuning of all equipment
- startup and shutdown processes
- optimisation of process for yield maximisation
- construction and limitations of the equipment
- out of specification situations
- quality problems such as poor optics, excessive breakage, non-uniform break pattern, incorrect cross bend, excessive bow, scratches or poor glass shape
- distinguish between causes of problems, such as:
 - raw material
 - mechanical
 - electrical/instrument

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The unit will be assessed in as holistic a manner as is practical and may be integrated with the assessment of other relevant units of competency.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

It is essential that the equipment be understood and that the importance of critical material properties, settings and readings is known. Competence must be demonstrated in the ability to recognise and analyse potential situations requiring action and then in implementing appropriate corrective action. The emphasis should be on the ability to stay out of trouble rather than on recovery from a disaster.

Consistent performance should be demonstrated. In particular look to see that:

- setup/changeover/tuning are completed to specifications
- plant conditions are maintained within limits
- quality is monitored to minimise wastage
- startup and shutdown occur first time
- early warning signs of equipment/processes needing attention or potential problems are recognised and dealt with in a timely manner
- process measurements are continually made or observed
- adjustments are completed in a timely manner
- the range of possible causes can be identified and the most likely cause determined
- appropriate action is taken to ensure a timely return to full performance
- obvious problems to related plant areas are recognised and an appropriate contribution made to their solution.

Competence must be demonstrated in the operation of all ancillary equipment to the level required for this unit of competency.

Context of and specific resources for

Assessment will require access to an operating plant over an extended period of time, or a suitable method of

EVIDENCE GUIDE	
assessment	gathering evidence of operating ability over a range of situations. Assessment will occur over a range of situations which will include disruptions to normal, smooth operation. Simulation or case studies/scenarios may be required to allow for timely assessment of parts of this unit of competency. Simulation should be based on the actual plant and will include 'walk-throughs' of the relevant competency components. A bank of scenarios/case studies/what ifs and questions will be required to probe the reasoning behind observable actions.
Method of assessment	Individual enterprises may choose to add prerequisites and co-requisites relevant to their processes. In all plants it may be appropriate to assess this unit concurrently with relevant teamwork and communication units.
Guidance information for assessment	Assessment processes and techniques must be culturally appropriate and appropriate to the language and literacy capacity of the candidate and the work being performed.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Procedures	All operations are performed in accordance with standard procedures and work instructions
Equipment	This competency unit includes equipment applicable to finishing flat sheet product such as: • sanding • sealing • priming • rebating
Tools and equipment	Tools and equipment may include: • finishing and associated equipment • computers • measuring and recording equipment • communication equipment • hand tools • safety clothing and equipment
Process	The process includes: • setting up, monitoring and tuning equipment for optimum performance especially during startup, job change and equipment changes
Typical problems	Typical problems may include: • raw materials supply • equipment alignment • analysis of all plant data • product quality • equipment problems
Plant data	Plant data may include: • test results • instrument/control panel information • data from physical senses (sight, sound and

RANGE STATEMENT	
	hearing) • temperatures, pressures, material flow and discharge rates and effects • variations to chemical reactions/material modifications
Occupational health and safety (OHS)	All operations are subject to stringent OHS requirements and these must not be compromised at any time. Where there is an apparent conflict between performance criteria and OHS requirements, the OHS requirements take precedence

Unit Sector(s)

Unit sector	Operational/technical
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		