



Australian Government

PPMQAS401 Oversee quality assurance process

Release: 1

PPMQAS401 Oversee quality assurance process

Modification History

Release	Comments
Release 1	This version released with PPM Pulp and Paper Manufacturing Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to review test records and product samples to determine and implement changes to control process and operating instructions.

The unit applies to senior operators and production specialists who oversee and make improvements to the quality assurance process of a pulp and/or paper manufacturing facility.

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

Pre-requisite Unit

Nil

Unit Sector

Quality Assurance (QAS)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Review inspection and test records	1.1 Monitor inspection and test records to verify product quality and to identify performance trends 1.2 Identify control and critical control limits and cause for product or process not conforming 1.3 Identify the need for improved processes and procedures
2. Review product samples and implement	2.1 Review product samples to ensure inspection and test data reflects output

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
process changes	2.2 Implement post-collection procedures according to operating requirements 2.3 Implement control process changes to meet quality assurance requirements
3. Create or update operating instructions	3.1 Develop or revise operating instructions required for competent performance 3.2 Validate operating instructions under operating conditions 3.3 Communicate revised procedures to relevant personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	Interpret information from a range of documentation, procedures and reports related to quality processes
Writing	Develop clear, unambiguous and comprehensive operating instructions
Oral communication	Provide clear information about revised procedures suited to operator level of responsibility
Numeracy	Interpret detailed numerical data for product and process test results

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
PPMQAS401 Oversee quality assurance process	PPMQAS430 Oversee quality assurance process	Changes to elements, performance criteria, foundation skills, performance evidence and	Not equivalent

Code and title current version	Code and title previous version	Comments	Equivalence status
		knowledge evidence Assessment conditions updated	

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=12998f8d-d0ac-40bc-a69e-72a600d4fd93>

Assessment Requirements for PPMQAS401 Oversee quality assurance process

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Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has reviewed and revised quality assurance processes for at least one pulp or paper operation, including:

- identified at least one improvement to control processes and operating instructions through a review of inspection and test records and product samples
- made changes to control process and operating instructions to address quality problem
- communicated changed procedures in written and verbal forms.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace quality standard and procedures
- regulations relevant to product quality and assurance processes
- purpose and processes for in-process monitoring of production and product quality, including control process points, inspections and testing
- problems and problem-solving techniques related to meeting quality standards and procedures:
 - actual or potential problems evident from trend analysis
 - actual or potential problems if operating instructions or their equivalent are non-existent
 - potential environmental impact of out-of-standard performance to their customers
 - appropriate actions to rectify problems
 - post-collection and procedure for handling samples
 - controls associated with a procedure change
- workplace procedures and techniques for developing or updating and communicating revised procedures.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
 - skills must be demonstrated in a pulp and/or paper manufacturing facility or an environment that accurately represents workplace conditions
- specifications:
 - inspection and test records
 - product samples
 - workplace quality standards and procedures
 - workplace and standard operating procedures
- relationships:
 - relevant personnel for the purposes of communicating information.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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