



Australian Government

PPMQAS420 Co-ordinate in-process quality assurance

Release: 1

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Modification History

Release	Comment
1	Replaces equivalent unit FPPQAS420A Co-ordinate in-process quality assurance, which was first released with FPP10 Pulp and Paper Manufacturing Industry Training Package Version 1.0. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to monitor different aspects of a service, process or facility to detect, correct and ensure that quality standards are being met, in a pulp and paper manufacturing facility.

The unit applies to senior operators and production specialists who co-ordinate in-process quality assurance, within company quality assurance policy, practices and procedures. This typically involves working in a facility with complex integrated equipment and continuous operations.

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

Pre-requisite Unit

Nil

Unit Sector

Pulp and Paper Manufacturing

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.
1. Identify and monitor critical control points	1.1. Identify work order, documentation and procedures relating to work health and safety (WHS) procedures, environmental and standard operating procedures (SOP) and housekeeping

ELEMENTS	PERFORMANCE CRITERIA
in-process system	requirements. 1.2. Identify critical control points in the in-process system to determine priorities for checking and maintaining quality. 1.3. Monitor performance at each critical control point in the in-process system, through inspection and testing, to assure quality and to identify the need for corrective action.
2. Monitor performance in the process system	2.1. Monitor product and process within the in-process quality assurance system and adjust to achieve performance within standards. 2.2. Communicate relevant performance criteria to enable the required action to be taken. 2.3. Inspect product and take action, including process adjustments, reporting to authorised person or rectifying problem, within level of responsibility.
3. Report corrective action	3.1. Record by manual and/or electronic methods, corrective action, in the reporting system, according SOP. 3.2. Communicate corrective action and improved performance to team members

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.

Numeracy skills to:	interpret data through testing, when monitoring critical control points.
Oral communication skills to:	ask questions and clarify quality processes with team members.
Reading skills to:	read and interpret required documentation, procedures and reports related to quality procedures.
Writing skills to:	complete workplace records accurately and legibly, using correct technical vocabulary.
Technology skills to:	access, navigate and enter computer-based information to report on corrective actions.
Problem solving skills to:	identify and action problems regarding implementing quality practices

Range of Conditions

Not Applicable

Unit Mapping Information

FPPQAS420A Co-ordinate in-process quality assurance

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingPackages.aspx/Pages/Home.aspx>

Assessment Requirements for PPMQAS420 Co-ordinate in-process quality assurance

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1	Replaces equivalent unit FPPQAS420A Co-ordinate in-process quality assurance, which was first released with FPP10 Pulp and Paper Manufacturing Industry Training Package Version 1.0. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including 'Required Skills and Knowledge, Evidence Guide and Range Statement'

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit, and must be able to provide evidence that they can:

- co-ordinate in- process quality assurance, at least twice in line with required enterprise intervals, by:
 - following company policy and procedures for sampling and in-process inspection and testing
 - identifying the critical control points in the process system to monitor performance
 - identifying product and process trends from in-process inspections and/or test results
 - prioritizing corrective action to maintain production and product quality, according to standard operating procedures (SOP)
 - identifying options to rectify problems with processes and products and adjusting to improve performance according to standards
 - implementing corrective action or referring to a supervisor
 - reporting and communicating corrective action and improved performance.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- procedures related to own work role and company quality assurance policy, national quality standards and practices, work health and safety (WHS) regulations, environmental procedures, SOP and housekeeping requirements
- plant manufacturing operating manuals, enterprise policies and procedures

- basic problem-solving techniques related to quality procedures and consistent with level of responsibility
- quality assurance problems that need to be addressed through in-process monitoring of production and product
- implications of inadequate attention to monitoring process and product quality
- roles, responsibilities and steps necessary to isolate and quarantine suspect product
- importance of maintaining equipment and instrument calibration
- procedures and purpose of inspections and/or test schedules used to maintain specified product quality
- steps to take in undertaking corrective actions to respond to defects in production or product quality
- action to be taken when actual and/or emerging performance is outside specification limits
- the potential environmental impact of out-of-standard performance on customers
- communication mechanisms used in the workplace to communicate and report on quality processes.

Assessment Conditions

The following resources must be made available:

- access to the full range of equipment required to co-ordinate in-process quality assurance in a pulp or paper manufacturing facility
- sample workplace documentation, procedures and reports including SOP, quality procedures, environmental sustainability requirements/practices, plant manufacturing operating manuals, enterprise policies and procedures, test records and permit documents
- template documents for recording system information and processes
- personal protective equipment suitable for co-ordinating in-process quality assurance
- organisational workplace health and safety and standard operating procedures relevant to the job role
- relevant personnel for the purposes of communicating information

Competency is to be assessed in the workplace or in a productive environment that accurately reflects performance in a workplace.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

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