



Australian Government

PPMQAS430 Oversee quality assurance process

Release: 1

PPMQAS430 Oversee quality assurance process

Modification History

Release	Comment
1	Replaces equivalent unit FPPQAS430A Oversee quality assurance process, 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 oversee quality assurance process in a pulp or paper manufacturing facility within company quality assurance policy, practices and procedures.

The unit applies to senior operators and production specialists who review product samples, implement process changes and, where necessary, manage changes to operating instructions. This work typically involves 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. Monitor inspection and test records	1.1. Check and plan work within documentation and procedures, quality procedures, work health and safety (WHS) regulations, environmental and standard operating procedures (SOP), and housekeeping requirements.

ELEMENTS	PERFORMANCE CRITERIA
	1.2. Monitor inspection and test records to verify product quality and to identify performance trends. 1.3. Log in status reports a description of proposals to introduce improved processes and procedures.
2. Review product samples and implement process changes	2.1. Review product samples to ensure inspection and/or test data accurately reflects output. 2.2. Implement post collection procedures according to SOP. 2.3. Introduce and control process changes so that quality assurance requirements are accomplished.
3. Create and/or update operating instructions	3.1. Write operating instructions so that they comprehensively document the details required for competent performance. 3.2. Validate operating instructions under operating conditions to verify their suitability. 3.3. Communicate to team members changed procedures.

Foundation Skills

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

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 managing changes to operating instructions.

Range of Conditions

Not Applicable

Unit Mapping Information

FPPQAS430A Oversee quality assurance process

Links

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

Assessment Requirements for PPMQAS430 Oversee quality assurance process

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1	Replaces equivalent unit FPPQAS430A Oversee quality assurance process, 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:

- oversee quality assurance, at least twice in line with required enterprise intervals, by:
 - identifying the relevant policies and procedures on quality assurance
 - presenting in-process inspection, test and other quality data in the prescribed format according to standard operating procedures (SOP)
 - monitoring test records to verify product quality and identify performance trends
 - reviewing product samples to ensure quality of output
 - identifying and minimising risks associated with samples
 - implementing process changes to meet quality assurance requirements
 - reviewing and updating operating instructions to ensure their suitability
 - communicating changed procedures in written and verbal forms.

Knowledge Evidence

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

- procedures and regulations relevant to overseeing quality assurance processes including work health and safety (WHS), environmental and sustainability requirements, SOP, isolation procedures, safe working requirements, risks and hazard identification and housekeeping
- quality assurance problems that need to be addressed through in-process monitoring of production and product
- basic problem-solving techniques related to quality procedures and consistent with level of responsibility

- actual or potential problems evident from trend analysis
- procedures and appropriate action to rectify problems
- post collection and procedure for handling samples
- controls associated with a procedure change
- actual or potential problems if SOP or their equivalent are non existent
- potential environmental impact of out-of-standard performance to their customers.

Assessment Conditions

The following resources must be made available:

- access to the full range of equipment required to oversee 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 overseeing quality assurance processes
- 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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