

Modification history

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

PPMQAS2XX	Apply basic quality practices
Application	<p>This unit of competency describes the skills and knowledge required to identify, apply and monitor basic quality practices and to take actions specified in workplace procedures to ensure quality standards are met.</p> <p>The unit applies to production operators who work in a pulp or paper manufacturing facility and expected to take responsibility for the quality of their work.</p> <p>No licensing, legislative or certification requirements apply to this unit at the time of publication.</p>
Prerequisite Unit	Nil
Unit Sector	Quality Assurance (QAS)

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 work against quality standards	1.1 Identify quality requirements of own work relevant to operation being undertaken 1.2 Identify how quality of work tasks relates to next production process and final product 1.3 Identify quality standards and workplace procedures related to own work processes 1.4 Follow and check completed individual and team work against workplace quality standards and procedures
2. Monitor control points	2.1 Identify and confirm critical inspections, set point values and testing control points according to production specifications and workplace quality standards 2.2 Identify priorities for corrective action requirements based on potential risk, loss or damage
3. Conduct corrective action	3.1 Identify and isolate faulty equipment and materials and out of specification product according to quality and operating procedures 3.2 Make adjustments to process, rectify problem within own responsibility or report to relevant personnel 3.3 Treat non-conforming product according to operating procedures
4. Record and report quality information	4.1 Record outcomes of routine inspections and test information according to workplace requirements 4.2 Report variations in processes, out-of-standard performance and faulty equipment according to workplace reporting procedures

Foundation Skills	
<i>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.</i>	
Skill	Description
Reading	<ul style="list-style-type: none"> Interpret information from workplace documentation and procedures
Writing	<ul style="list-style-type: none"> Complete workplace records accurately using clear language and industry terminology.
Oral communication	<ul style="list-style-type: none"> Ask questions and clarify quality processes with team members
Numeracy	<ul style="list-style-type: none"> Interpret acceptable product values for test results

Unit Mapping Information			
Code and title current version	Code and title previous version	Comments	Equivalence status
PPMQAS2XX Apply basic quality practices	PPMQAS2XX Apply basic quality practices	Changes to elements, performance criteria, foundation skills, performance and knowledge evidence. Assessment conditions updated	Not equivalent

Links	Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=12998f8d-d0ac-40bc-a69e-72a600d4fd93
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TITLE	Assessment requirements for PPMQAS2XX Apply basic quality practices
Performance Evidence	
<p>An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.</p> <p>There must be evidence that the individual has applied basic quality practices to work processes for at least two operational intervals, including for each interval:</p> <ul style="list-style-type: none"> • identified the product quality requirements and quality procedures for work being undertaken • monitored and interpreted information, in relation to process control points and inspections, to maintain product quality • prioritised corrective action, based on potential risk or loss or damage if the required actions are not performed • implemented corrective action to maintain product quality, in adjusting processes or reporting non-conforming performance or process • used workplace communication system to record and report product performance. 	
Knowledge Evidence	
<p>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:</p> <ul style="list-style-type: none"> • workplace quality standards and procedures related to own work role • basic problem-solving techniques related to meeting quality standards and procedures • procedures for inspections, set point values and testing used to maintain specified product quality • steps to take in undertaking corrective actions to respond to defects in production or product quality • communication mechanisms used in the workplace to report on quality processes. 	
Assessment Conditions	
<p>Assessment of skills in this unit of competency must take place under the following conditions:</p> <ul style="list-style-type: none"> • physical conditions: <ul style="list-style-type: none"> • skills must be demonstrated in a pulp or paper manufacturing facility or an environment that accurately reflects performance in a workplace • resources, equipment and materials: <ul style="list-style-type: none"> • plant and equipment related to operation being undertaken • maintenance tools and equipment and consumables to rectify quality issues • testing and diagnostic equipment • personal protective equipment for operation being undertaken • proforma or recording system for recording quality data and information • specifications: <ul style="list-style-type: none"> • workplace quality standards and procedures • workplace and standard operating procedures relating to operation being undertaken including health and safety, risks and hazards identification, plant isolation, quality, housekeeping and environmental requirements. <p>Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.</p>	
Links	Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=12998f8d-d0ac-40bc-a69e-72a600d4fd93