

**Modification history**

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

<b>PPMQAS3XX</b>	<b>Monitor in-process quality assurance</b>
<b>Application</b>	<p>This unit of competency describes the skills and knowledge required to identify and monitor critical control points to maintain the quality for pulp and paper manufacturing product and processes.</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 product and process.</p> <p>No licensing, legislative or certification requirements apply to this unit at the time of publication.</p>
<b>Prerequisite Unit</b>	Nil
<b>Unit Sector</b>	Quality Assurance (QAS)

<b>Elements</b>	<b>Performance Criteria</b>
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Identify and monitor critical control points for in-process system	1.1 Identify and determine critical control points and corrective action priorities for in-process system according to production specifications and workplace quality standards 1.2 Monitor performance at each critical control point in the in-process system through inspection and testing 1.3 Identify need for corrective action based on inspection and out of specification testing results
2. Monitor and maintain performance in process system	2.1 Monitor product and process within the in-process quality assurance system and adjust to achieve performance within quality standards 2.2 Communicate required corrective action to be taken according to performance criteria 2.3 Make adjustments to process, rectify problem within own responsibility or report to relevant personnel 2.4 Manage non-conforming product according to operating procedures
3. Record and report corrective action	3.1 Record outcomes of routine inspections and testing and corrective according to workplace requirements 3.2. Report and communicate corrective action and improved performance to relevant personnel

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

<b>Unit Mapping Information</b>			
<b>Code and title current version</b>	<b>Code and title previous version</b>	<b>Comments</b>	<b>Equivalence status</b>
PPMQAS3XX Monitor in-process quality assurance	PPMQAS420 Co-ordinate in process quality assurance	Changes to unit title, elements, performance criteria, foundation skills, performance and knowledge evidence. Assessment conditions updated	Not equivalent

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

<b>TITLE</b>	<b>Assessment requirements for PPMQAS3XX Monitor in-process quality assurance</b>
<b>Performance Evidence</b>	
<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 monitored and maintained in- process quality assurance, for at least two operational intervals, including for each interval:</p> <ul style="list-style-type: none"> <li>• identified the critical control points in the process system</li> <li>• monitored product and process performance and trends sampling and in-process inspection and testing procedures</li> <li>• identified, prioritised applied the appropriate corrective actions to rectify problems with processes and product and maintain production and product quality</li> <li>• maintained accurate records on inspection and testing results, corrective action and improved performance.</li> </ul>	
<b>Knowledge Evidence</b>	
<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"> <li>• workplace quality standards and procedures</li> <li>• purpose and principles of critical control points for quality assurance</li> <li>• problem-solving techniques related to quality procedures and consistent with level of responsibility</li> <li>• quality assurance problems that need to be addressed through in-process monitoring of production and product</li> <li>• implications of inadequate attention to monitoring process and product quality</li> <li>• roles, responsibilities and steps necessary to isolate and quarantine suspect product</li> <li>• setting up and importance of maintaining equipment and instrument calibration</li> <li>• procedures and purpose of inspections and test schedules used to maintain specified product quality</li> <li>• steps to take in undertaking corrective actions to respond to defects in production or product quality</li> <li>• action to be taken when actual or emerging performance is outside specification limits</li> <li>• potential environmental impact of out-of-standard performance on customers</li> <li>• workplace procedures for recording and reporting on quality processes.</li> </ul>	
<b>Assessment Conditions</b>	
<p>Assessment of skills in this unit of competency must take place under the following conditions:</p> <ul style="list-style-type: none"> <li>• physical conditions: <ul style="list-style-type: none"> <li>• skills must be demonstrated in a pulp or paper manufacturing facility or an environment that accurately reflects performance in a workplace</li> </ul> </li> <li>• resources, equipment and materials: <ul style="list-style-type: none"> <li>• plant and equipment related to operation being undertaken</li> <li>• maintenance tools and equipment and consumables to rectify quality issues</li> <li>• testing and diagnostic equipment</li> <li>• personal protective equipment for operation being undertaken</li> <li>• proforma or recording system for recording quality data and information</li> </ul> </li> <li>• specifications: <ul style="list-style-type: none"> <li>• workplace quality standards and procedures</li> <li>• workplace and standard operating procedures relating to operations being undertaken including health and safety, risks and hazards identification, plant isolation, quality, housekeeping and environmental requirements.</li> </ul> </li> <li>• relationships: <ul style="list-style-type: none"> <li>• team members and relevant personnel for the purposes of communicating information</li> </ul> </li> </ul> <p>Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.</p>	

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

DRAFT