

# 2009

## MSA30104 - Certificate III in Process Manufacturing

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| <b>Company</b>      |  |
| <b>Contact Name</b> |  |
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## Selection of Units

|  | Unit Code    | Unit Name                             | Unit Descriptor   |
|--|--------------|---------------------------------------|---|
| <b>GROUP 1 - MANDATORY UNITS - SELECT ALL FOUR UNITS</b> |              |                                       |   |
| <input checked="" type="checkbox"/>                      | MSACMT251A   | <b>Apply quality standards</b>        | This unit is based on LMTQAGN01A Apply quality standards. This unit covers the skills and knowledge required to apply quality standards to work operations in a manufacturing enterprise.   |
| <input checked="" type="checkbox"/>                      | MSAPMOHS200A | <b>Work safely</b>                    | On completion of this unit, the worker will be able to identify Occupational Health and Safety (OHS) hazards, and assess risk, as well as follow instructions and procedures in the workplace with minimal supervision. The worker will also be capable of participating in and contributing to OHS management issues.  |
| <input checked="" type="checkbox"/>                      | MSAPMSUP200A | <b>Achieve work outcomes</b>          | The competency covers the ability to identify and implement actions to achieve workplace targets and to suggest improvements. This unit applies to all employees who may work either individually or as part of a team.<br>This unit does not cover maximisation of process/equipment efficiencies undertaken as part of the normal work role, which is covered in the relevant unit of competency. |
| <input checked="" type="checkbox"/>                      | MSAPMSUP210A | <b>Process and record information</b> | This unit of competency covers the provision and processing of all relevant information by responding to the information requirements of the plant including the completion of all workplace documents and clearly and concisely providing relevant information to others.  |
| <b>GROUP 2A - SELECT AT LEAST FIVE UNITS</b>             |              |                                       |   |
| <input type="checkbox"/>                                 | MSACMS201    | <b>A Sustain process improvements</b> | This unit covers the skills needed to prevent implemented process improvements slipping back to former practices or digression to less efficient practices.   |
| <input type="checkbox"/>                                 | MSACMT280A   | <b>Undertake root cause analysis</b>  | This unit covers the knowledge and skills needed to undertake root cause analysis (RCA) by any person. This will often be done by people working in a team. This unit   |

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|                          |                     |  | also covers the competencies needed by operators to contribute to an advanced maintenance strategy using RCA coupled with diagrams and charts.  |
| <input type="checkbox"/> | <b>MSAPMSUP303A</b> | <b>Identify equipment faults</b>                 | This unit requires the application of planning, technical knowledge and skills to check and isolate routine and non-routine equipment faults used in production and report on the status of equipment. It applies to all sectors of the industry. |
| <input type="checkbox"/> | <b>MEM15001B</b>    | <b>Perform basic statistical quality control</b> | This unit covers taking samples and applying a statistical process to monitor production.   |
| <input type="checkbox"/> | <b>MEM03001B</b>    | <b>Perform manual production assembly</b>        | This unit covers assembling components and/or sub-assemblies in a production environment and testing the components and/or sub-assemblies to ensure compliance with specifications.   |
| <input type="checkbox"/> | <b>MSAPMSUP292A</b> | <b>Sample and test materials and product</b>     | This competency covers the taking of routine samples and the conducting of simple tests.  |
| <input type="checkbox"/> | <b>PMBHAN103C</b>   | <b>Shift Materials safely by hand</b>            | This competency covers the shifting of materials by hand in a safe manner. It applies to all sectors of the industry. This competency is typically performed by all operators working either independently or as part of a work team.             |
| <input type="checkbox"/> | <b>MSAPMSUP230A</b> | <b>Monitor process operations</b>                | This competency covers the use of production processing equipment. This competency is typically performed by all operators working either independently or as part of a work team.  |
| <input type="checkbox"/> | <b>MSAPMSUP240A</b> | <b>Undertake minor maintenance</b>               | This unit applies to operators who are involved in providing basic maintenance and the resolving of routine problems to procedures. It does not cover activities normally requiring traditional trade training.                                   |

**GROUP 2B – A MAXIMUM OF 12 UNITS MAY BE CHOSEN FROM THIS LIST**

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| <input type="checkbox"/> | <b>MSACMT240A</b>   | <b>Apply 5S procedures in a manufacturing environment</b> | This unit covers the knowledge and skills needed for an employee to apply 5S procedures (a structured approach to housekeeping) to their own job and work area.                         |
| <input type="checkbox"/> | <b>MSAPMOHS100A</b> | <b>Follow OHS procedures</b>                              | On completion of this unit, the worker will be able to recognise hazards commonly occurring at the workplace and follow health and safety instructions and procedures in the workplace. |

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| <input type="checkbox"/> | <b>MSAPMSUP100A</b> | <b>Apply workplace procedures</b>                    | This competency covers the skills and knowledge required to complete own work activities.  |
| <input type="checkbox"/> | <b>MSAPMSUP172A</b> | <b>Identify &amp; minimise environmental hazards</b> | This competency covers the awareness of environmental issues and organisation environmental policies and procedures to minimise environmental threats.   |
| <input type="checkbox"/> | <b>MSAPMOPS200A</b> | <b>Operate equipment</b>                             | This competency covers the operation of equipment and the resolving of routine problems to procedure in the production process. This competency is for organisation specific equipment items which are not otherwise covered in this Training Package.   |
| <input type="checkbox"/> | <b>MSAPMSUP291A</b> | <b>Participate in continuous improvement</b>         | This unit applies to all employees who are required to be involved in process improvement initiatives.   |
| <input type="checkbox"/> | <b>PMBQUAL390A</b>  | <b>Solve problems using quality tools</b>            | This competency covers the solving of process and other problems, beyond those associated directly with the process unit, using a structured approach such as problem solving tools and techniques to achieve the organisation's quality objectives.<br>The competency is typically performed by an experienced operator, leading hand or supervisor.  |
| <input type="checkbox"/> | <b>PMLTEST300 A</b> | <b>Perform basic tests</b>                           | This unit of competency covers the ability to perform tests using standard methods and with access to readily available advice. Personnel are required to demonstrate close attention to the accuracy and precision of measurements and the data obtained. In general, they do not calibrate equipment and make only limited adjustments to the controls.  |
| <input type="checkbox"/> | <b>PMBPROD343B</b>  | <b>Shut down plant or area</b>                       | This competency covers the shutting down of equipment for maintenance or end of production run for a defined area. It extends beyond just the shutting down of an item of equipment. It applies to all sectors of the industry.<br>This competency is typically performed by operators demonstrating some relevant theoretical knowledge and using a range of well developed skills requiring some discretion and judgement. |

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| <input type="checkbox"/> | <b>PMBWKOPS304B</b> | <b>Interpreted job specifications</b>    | This competency applies to employees required to read and interpret job specifications and identify the impact of the specifications on production requirements.<br>This competency is typically performed by operators working either independently or part of a work team  |
| <input type="checkbox"/> | <b>PMBHAN208B</b>   | <b>Store products</b>                    | This competency covers the storing of products (raw or finished) for production or despatch. It applies to all sectors of the industry.<br>This competency is typically performed by operators working either independently or part of a work team.  |
| <input type="checkbox"/> | <b>PMBPREP301B</b>  | <b>Set up and prepare for production</b> | This competency covers the set-up and preparation of materials and equipment for production in the plastics, rubber and cable making sectors. It applies to batch, one-off and non-standard production lots.   |
| <input type="checkbox"/> | <b>MSAPMSUP101A</b> | <b>Clean workplace or equipment</b>      | This competency covers general housekeeping duties, as well as the cleaning of plant and equipment. This competency is typically demonstrated by all operators working either independently or as part of a work team.   |
| <input type="checkbox"/> | <b>MSAPMSUP102A</b> | <b>Communicate in the workplace</b>      | This unit of competency covers receiving, relaying and recording written and oral messages and providing relevant information in response to requests, within time lines.  |
| <input type="checkbox"/> | <b>MSAPMSUP106A</b> | <b>Work in a team</b>                    | This competency covers the organisation of team activities to fit in with the scheduling of production to meet operational guidelines.   |
| <input type="checkbox"/> | <b>MSAPMSUP201A</b> | <b>Receive or despatch goods</b>         | This competency covers the handling of materials by an operator as an adjunct to the job of making product. It applies to a limited range of materials. It is NOT intended to be an alternative warehousing competency.<br>This competency is typically performed by operators working either independently or as part of a work team. |

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| <b>Trainer Name:</b> | <b>Trainer Signature:</b> | <b>Date:</b> |
| <b>Manager Name:</b> | <b>Manager Signature:</b> | <b>Date:</b> |

