

PMA20102 – Certificate II in Process Plant Operations

Summary of Competency Units

PMAOHS100C - Follow OHS procedures

This unit the worker will be able to accurately recognise hazards commonly occurring at the workplace and follow health and safety instructions and procedures in the workplace. These instructions and procedures relate to the work being undertaken by the worker. The worker will also be capable of dealing with incidents and emergencies within the worker's scope of responsibility and under the direction of the supervisor. The worker will be aware of the importance of maintaining their health and safety and the health and safety of others in the workplace.

Status Core

Elements

- Recognise hazards
- Follow procedures for hazard control
- Follow emergency procedures
- Report problems

Prerequisites:

This unit of competency has no prerequisites.

PMAOHS200B - Participate in workplace OHS procedures

This unit the worker will be able to accurately 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.

Status Core

Elements

- Identify hazards and assess risk
- Follow procedures for risk control
- Follow emergency procedures
- Initiate suggestions to enhance task/job-specific safety

Prerequisites:

This unit of competency has no prerequisites.

PMASUP120A - Follow environmental work practices

This unit covers the awareness of operating personnel of environmental issues and responsibilities and their ability to work according to enterprise environmental policies and procedures to minimize environmental threats.

Status Core

Elements

- Follow workplace procedures for environmentally responsible work practices
- Participate in the improvement of environmental work practices
- Respond to abnormal environmental discharge/emission

Prerequisites:

This unit of competency has no prerequisites.

PMASUP110A - Relay and respond to information

This unit covers being able to receive and pass on written and oral messages and to provide relevant information in response to requests within time lines. Everyday workplace language is used, including some mathematical language. The competency unit applies to a wide range of information sources and documentation.

Status Core

Elements

- Receive and relay oral and written messages
- Interpret oral or written messages
- Respond to information

Prerequisites:

This unit of competency has no prerequisites.

PMASUP100B - Apply workplace procedures

This unit covers the skills and knowledge required to complete own work activities. The integration of OHS as part these activities is required and this is specifically addressed in PMAOHS100B - Follow OHS procedures. It includes the awareness and application of workplace procedures, and an introduction to the industry, the company and the employee's role within the organisation.

Status Core

Elements

- Identify industry sector
- Identify products and customers
- Recognise plant structure and processes
- Identify workplace role and responsibilities
- Follow workplace procedures

Prerequisites:

This unit of competency has no prerequisites.

PMAOPS212A - Use enterprise data system

This unit In a typical scenario, an operator is required to use enterprise data systems in order to work effectively. The operator is familiar with the system, can locate and use the appropriate data and is able to accurately record data into the system as required. Typical data systems may involve: safety support, hazard data, materials data; production systems, schedules, batch control, operating instructions; logistical control systems, ordering, stock control, production and storage.

Status Elective

Elements

- Use enterprise data system
- Store data in system
- Use routine data from system
- Use data to support non-routine requirements
- Respond to problems with the data system

Prerequisites:

This unit of competency has no prerequisites.

BSATEM201A - Participate in allocation and completion of team tasks

This unit covers identifying team goals, working in a team to achieve the goals and completing own tasks within enterprise timelines.

Status Elective

Elements

- Participate in identifying tasks for team
- Complete own tasks
- Assist others to complete team tasks

Prerequisites:

This unit of competency has no prerequisites.

FDFCORGMP2A - Implement good manufacturing practice

This unit This is a core unit that has been developed for the pharmaceutical manufacturing sector. It involves applying the Code of Good Manufacturing Practice (GMP) to prevent physical, chemical and biological contamination and control waste and pests.

Status Elective

Elements

- Prevent physical contamination
- Prevent chemical contamination
- Prevent biological contamination
- Control waste and pests

Prerequisites:

This unit of competency has no prerequisites.

PMAOHS210B - Undertake first response to non-fire incidents

This unit This competency unit deals with recognising and controlling an emerging incident, including hazardous materials incidents to provide an appropriate initial response. The person is expected to provide an initial response in order to contain the incident and/or secure the immediate area in order to minimise resultant damages and loss. In this unit it is assumed that the worker is acting according to established workplace procedures. A typical incident would be a loss of containment but may also include process variables being significantly out of range or other types of incident relevant to the plant/site/facility (excluding fire - for fire see PMAOHS212A - Control fire incidents). An ability to work under supervision and/or alone is required. This competency requires specialist training such as typically would be given to members of a site incident response team.

Status Elective

Elements

- Assess level of severity
- Control the incident
- Participate in ancillary operations
- Conclude incident control

Prerequisites:

This unit of competency has prerequisites of PMAOHS110A Respond to emergency situation.

PMAOHS211A - Prepare equipment for emergency response

This unit relates to the preparation of equipment used to respond to emergency situations.

Status Elective

Elements

- Identify emergency equipment
- Inspect and assemble emergency equipment
- Carry out minor servicing of equipment
- Report and record equipment status

Prerequisites:

This unit of competency has no prerequisites.

Prerequisites:

This unit of competency has no prerequisites.

PMAOHS212B - Undertake first response to fire incidents

This unit This unit of competency is designed to ensure that an appropriate response to fire incidents in onshore and offshore situations/emergencies is achieved. This may be the first response to contain a fire until external emergency services arrive, it may be a response with support from external emergency services, or it may be the total response. In a typical scenario, an incident team member would be involved in controlling and extinguishing fires. Such fires will involve considerable radiated heat, smoke and noxious gasses, and create hazards from hot materials, debris, possible explosions and could occur in on and off shore facilities and may involve: structures; spill fires; jet fires; mobile property; fires involving dangerous goods and/or hazardous materials/processes. This unit applies to fires on the plant/within the site/facility or threatening the boundary of the site/facility. The individual would: advance on fires to apply fire fighting media, often in limited visibility conditions; look for casualties with regard to their safe evacuation from the area. An ability to work under supervision and/or alone is required. This competency requires specialist training such as typically would be given to members of a site incident response team. This unit is based on PUAFIR203A - Respond to urban fire and PUAFIR202A - Respond to isolated/remote structure fire although it is more focused on the special needs of this industry. Prerequisites. This unit has no prerequisites. Note that where fire fighting is likely to require the use of breathing apparatus, competence will also be required in PMAOHS216B - Operate breathing apparatus. Where the fire fighting also involved hazardous materials, then competency in PMAOHS210B - Undertake first response to non-fire incidents may also be required

Status Elective

Elements

- Respond to fire alarm
- Control/extinguish fire
- Participate in ancillary operations
- Conclude firefighting operations

Prerequisites:

This unit of competency has no prerequisites.

PMAOHS213A - Undertake fire control and emergency rescue

This unit is designed to allow a person to function as a member of an emergency response team in order to meet and respond to fire emergencies in an onshore and/or offshore facility. An ability to work under supervision or alone is required. This competency may be delivered as part of an induction program.

Status Elective

Elements

- Respond to identified fire emergencies
- Deploy fire emergency equipment
- Undertake search of and rescue from affected areas

Prerequisites:

This unit of competency has no prerequisites.

PMAOHS220A - Provide initial first aid response

This unit deals with the provision of essential first aid in recognising and responding to an emergency using basic life support measures. The first aider is not expected to deal with complex casualties or incidents, but to provide an initial response where first aid is required. In this unit it is assumed the first aider works under supervision, either individually or as part of a team, and/or according to established workplace first aid procedures and policies.

Status Elective

Elements

- Assess the situation
- Apply basic first aid techniques
- Communicate details of the incident

Prerequisites:

This unit of competency has no prerequisites.

PMAOHS221A - Maintain first aid supplies and records

This unit deals with the responsibilities in ensuring that adequate supplies of first aid equipment and resources, and records, are maintained. The person may or may not necessarily be responsible for the ordering and purchasing of equipment and resources, depending upon the workplace organisational structure.

Status Elective

Elements

- Maintain resources
- Record and manage records

Prerequisites:

This unit of competency has no prerequisites.

BSATEM101B - Participate in a team to achieve designated tasks

This unit covers completing allocated tasks in a team context within enterprise timelines. This unit can be assessed alone or in combination with other units making up a job role.

Status Elective

Elements

- Complete allocated tasks

Prerequisites:

This unit of competency has no prerequisites.

PMAOPS201A - Operate fluid flow equipment

This unit covers the operation of the range of pumps and valves typically encountered in the fluid flow system of a processing plant. It includes identifying, operating, monitoring and troubleshooting these items. In a typical scenario, an operator uses a number of general purpose pumps, piping and valves to move liquids from a storage tank area into the processing plant and products to the finished goods tanks. The operator utilises in-line strainers and filters, valves, controls and meters to complete this work. The operator would: identify and report operational problems; be aware of and contribute to a safe working environment; contribute to the safe and productive operation of the equipment operate, monitor and maintain equipment using relevant procedures. Generally the operator would be part of a team during start up and shut down procedures and would be expected to be capable of demonstrating competence in all parts of this unit. At all times they would be liaising and cooperating with other members of the team. This unit does NOT require the operation of a central control panel. This competency covers all general duty pumps, their associated drivers (motors) and valves. It does NOT cover special duty pumps, drivers and valves which are used for high pressure/flow situations (see PMA OPS 221, 222 and 223). Competence in this unit (OPS201) would preclude counting PMAOPS223A - Operate and monitor valve systems towards a qualification. Prerequisites. This unit has no prerequisites.

Status Elective

Elements

- Operate pumps
- Operate pump drivers
- Operate valves
- Respond to fluid flow problems
- Carry out maintenance procedures
- Control hazards

Prerequisites:

This unit of competency has no prerequisites.

PMBCOMP201B - Use computers in the workplace

This unit This competency covers the use of computer equipment and company software programs including selecting the correct programs for use and identifying minor faults in equipment or software. 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. Prerequisites. This competency has no prerequisites.

Status Elective

Elements

- Identify information equipment and system
- Set up, input and retrieve files/data
- Present files/data, shutdown and exit system

Prerequisites:

This unit of competency has no prerequisites.

PMAOPS217A - Operate wet milling equipment

This unit In a typical scenario an operator monitors and operates wet milling equipment as found in plants manufacturing paint and other materials. This includes starting up and monitoring the performance of the equipment under supervision, and in an emergency shutting down the equipment if instructed to do so. The wet milling equipment may be vertical or horizontal mills, and may incorporate rolls, balls or beads as the milling medium. The operator would: be aware of and contribute to a safe working environment; identify and report operational problems to their supervisor/control room operator; contribute to plant optimisation; execute all routine activities including process monitoring, sampling, planning and maintenance (in accordance with position description).

Status Elective

Elements

- Start up mill
- Monitor milling operation
- Prepare milling equipment for maintenance
- Shut down and start up milling equipment
- Control hazards
- Respond to wet milling problems

Prerequisites:

This unit of competency has no prerequisites.

PMAPER200C - Work in accordance with an issued permit

This unit aims to ensure that people working under a permit to work understand the system, know the limitations of the permit under which they are working and comply with all the requirements of the permit.

Status Elective

Elements

- Identify the scope of the permit
- Prepare for permitted work
- Work in accordance with an issued permit
- Complete permit to work

Prerequisites:

This unit of competency has no prerequisites.

PMASUP130B - Follow established work plan

This unit covers the ability to complete tasks individually or in a team context. The tasks involve established routines and procedures using allocated resources with access to readily available procedures and advice. Work plans may need to be modified with supervisor/team leader agreement to suit changing conditions and priorities,

Status Elective

Elements

- Identify work activities
- Organise daily work activities
- Follow work plan
- Modify work plan

Prerequisites:

This unit of competency has no prerequisites.

PMASUP200B - Implement production efficiencies

This unit The competency covers the ability to identify and implement actions to achieve production targets and to suggest improvements. This unit applies to all employees who are required to participate in process improvement groups. This unit does not cover maximisation of process/equipment efficiencies undertaken as part of the technician's normal role, which is covered in the relevant OPS competency unit. The plant technician would: understand the production process and recognise production inefficiencies within their area; participate in and implement strategies for improving production efficiencies. Generally the plant technician would be part of a team in developing strategies to improve production efficiencies and may be expected to perform all parts of this unit. At all times they would be liaising and cooperating with other members of the team. Prerequisites This unit has the prerequisites of: PMASUP100B - Apply workplace procedures; PMASUP110A - Relay and respond to information; PMAOPS101B - Read dials and indicators, or PMAPROC101B - Make measurements

Status Elective

Elements

- Identify raw material components and their application in production
- Identify production targets
- Recognise key areas effecting production efficiencies
- Implement actions to achieve production targets
- participate in a team/group to analyse an improvement proposal

Prerequisites:

This unit of competency has no prerequisites.

PMASUP210A - Process and record information

This unit 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

Status Elective

Elements

- Access information
- Provide appropriate information
- Give and follow routine instructions
- Provide written and oral reports

Prerequisites:

This unit of competency has prerequisites of PMASUP110A Respond to emergency situation.

PMASUP220A - Monitor and control environmental hazards

This unit covers recognising and controlling environmental hazards and incidents. This competency does not include the control of significant incidents which are part of emergency response competencies and/or the role of management personnel.

Status Elective

Elements

- Identify environmental hazards
- Respond to environmental hazards
- Cooperate with internal and external bodies
- Participate in investigation of environmental incident

Prerequisites:

This unit of competency has prerequisites of PMASUP120A Follow environmental work practices.

PMASUP240A - Undertake minor maintenance

This unit In a typical scenario a plant technician does minor maintenance activities on the plant and equipment being operated. For instance the pressure drop across a filter unit may be high, indicating the filter cartridge needs changing. The plant technician takes the filter unit out of operation, cleans the unit, uses the correct spanner to open the lid, installs a fresh cartridge, closes the unit using the spanner again, then cleans up the area and disposes of the spent cartridge. The unit does NOT apply to activities requiring trade training. The plant technician would: be aware of and contribute to a safe working environment; identify and report operational problems to their supervisor/control room operator undertake minor maintenance activities including gaining and following safety clearances, use of tools, planning and area clean-up (in accordance with position description). The plant technician could operate independently or as part of a team running a plant. The plant technician would be expected to be capable of performing all parts of this unit. At all times they would be liaising and co-operating with other members of the team.

Status Elective

Elements

- Identify maintenance requirements
- Prepare for maintenance activity
- Use appropriate tools, materials, methods and procedure
- Perform maintenance activity
- Test equipment
- Record maintenance activity

Prerequisites:

This unit of competency has no prerequisites.

PMAOPS200A - Operate an item of equipment

This unit covers the operation of a unit of equipment which is not covered by another specific competency in this Training Package. The operator would: be aware of and contribute to a safe working environment; identify and report operational problems to their supervisor/control room operator; contribute to plant optimisation; execute all routine activities including process monitoring, sampling, planning and maintenance (in accordance with position description). Generally the operator would be part of a team during start up and shut down procedures and would be expected to be capable of demonstrating competence in all parts of this unit. At all times they would be liaising and cooperating with other members of the team. This unit does NOT require the operation of a central control panel. Prerequisites. This unit has no prerequisites.

Status Elective

Elements

- Start up an item of equipment
- Monitor equipment operation
- Prepare equipment for maintenance
- Shut down and start up equipment
- Control hazards
- Respond to plant problems

Prerequisites:

This unit of competency has no prerequisites.
