

**Specification of Competency Standards**  
**for the Manufacturing Technology Industry**  
**Unit of Competency**

Functional Area - Product Design and Development

Title	Compile tooling manual
Code	106472L4
Range	This unit of competency is applicable to the corporation of tooling manufacturing industry. Practitioners should be capable to master the corporate information and history about the tooling, and compile relevant tooling manual of each set of tooling
Level	4
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Understand relevant knowledge of compiling tooling manual</p> <ul style="list-style-type: none"> <li>• Understand the status and history of the relevant tooling in the corporation, such as production date, code and title of the tooling Code Title</li> <li>• Understand the information needed for the compilation of the tooling manual, such as the weight, size, photograph, design drawings of the tooling</li> </ul> <p>2. Compile tooling manual</p> <ul style="list-style-type: none"> <li>• Integrate all engineering changing records and contents</li> <li>• Integrate the information of the final version of the tooling design, such as the basic information of the tooling, size, material, CAE analysis data, CAM data of mould machining toolpath, materials checklist, drawings, 3D images, tooling functions and tooling testing results</li> <li>• Integrate relevant information of the tooling testing, such as detection methods, test results and test equipment</li> <li>• Compile an instructions of tooling, such as recommended machine tonnage, parameter setting and maintenance notes</li> <li>• Capable to compile tooling manual, and base on specific requirements of different customers, compile the mould manual</li> </ul> <p>3. Professional handling of compiling tooling manual</p> <ul style="list-style-type: none"> <li>• Ensure the integrity and accuracy of the compiled tooling manual</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> <li>• Capable to collect and arrange all kinds of information of the corporation, compile the tooling manual and ensure the content is accurate</li> </ul>
Remark	