



Australian Government

Department of Education, Employment and Workplace Relations

FPICOT2203B Finish products

Release: 1

FPICOT2203B Finish products

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit describes the outcomes required to set up and conduct the finishing process and pack products. The unit includes machining and manual or machine coating products

General workplace legislative and regulatory requirements apply to this unit; however there are no specific licensing or certification requirements at the time of publication

This unit replaces FPICOT2203A Finish products

Application of the Unit

Application of the unit

The unit involves finishing products in a forest products factory setting

The skills and knowledge required for competent workplace performance are to be used within the scope of the person's job and authority

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability skills This unit contains employability skills

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Set up production processes	<p>1.1. Applicable <i>occupational health and safety</i> (OHS), <i>environmental</i>, <i>legislative</i> and <i>organisational requirements</i> relevant to finishing <i>products</i> are identified and followed</p> <p>1.2. Products, processes and production requirements are identified in line with site procedures</p> <p>1.3. <i>Tools, equipment</i> and materials are identified, obtained and checked for operational effectiveness in line with production requirements and site procedures</p> <p>1.4. Startup checks are completed on equipment in line with manufacturer recommendations and site procedures</p> <p>1.5. Material is machined in line with setup processes and site requirements</p> <p>1.6. Machined product is checked for faults and setup is altered to rectify identified problems</p> <p>1.7. <i>Communication</i> with others is established and maintained in line with OHS requirements</p>
2. Conduct finishing operations	<p>2.1. Material is measured and marked for processing in line with <i>work order</i> and in consultation with <i>appropriate personnel</i></p> <p>2.2. Material is machined and defects are identified, removed and repaired or <i>disposed of</i> in line with site procedures</p> <p>2.3. Equipment faults and routine problems are identified, investigated and resolved</p> <p>2.4. Work area is cleared and waste material disposed of in line with relevant environmental policies and procedures</p>
3. Coat products	<p>3.1. <i>Coating requirements</i> are identified and <i>planned</i>, and coat is selected in line with site procedures</p> <p>3.2. Coating area is <i>prepared</i> to provide suitable clean area that minimises surface defects during drying, in line with site procedures</p> <p>3.3. Coat is opened, decanted and mixed in line with manufacturer recommendations</p> <p>3.4. Coat is applied according to planned <i>method</i> and sequence using equipment in line with manufacturer recommendations and site standards</p> <p>3.5. Coat is regularly <i>assessed</i> and <i>faults</i> are identified</p>

ELEMENT	PERFORMANCE CRITERIA
4. Pack finished products	<p>and removed in line with site standards</p> <p>3.6.Products with coat faults are disposed of in line with site procedures and environmental requirements</p> <p>4.1.Finished items are checked for faults and conformance, <i>segregated</i> and stored in line with workplace procedures and environmental requirements</p> <p>4.2.Packing requirements are identified from work orders and other related documentation and located</p> <p>4.3.Finished items are packed in line with site procedures and work orders, using suitable packing materials</p> <p>4.4.Packaged products are identified and recorded in line with site procedures</p> <p>4.5.Finishing process is <i>recorded and reported</i> to appropriate personnel</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level required for this unit.

Required skills

- Technical skills sufficient to use and maintain relevant tools, machinery and equipment; efficiently and safely prepare and apply coats to products
- Communication skills and interpersonal techniques sufficient to interact appropriately with colleagues and others in the workplace; locate, record and report information
- Literacy skills sufficient to follow legislation, regulations, standards, codes of practice and established safe practices and procedures for finishing fabricated products
- Numeracy skills sufficient to estimate, measure and calculate time required to complete a task
- Problem solving skills sufficient to review and identify work requirements; identify problems and product faults; demonstrate appropriate response procedures

Required knowledge

- Applicable commonwealth, state or territory legislation, regulations, standards, codes of practice and established safe practices relevant to the full range of processes for finishing products

REQUIRED SKILLS AND KNOWLEDGE

- Environmental protection requirements, including the safe disposal of waste material (including preservative treated timber), the safe use and storage of chemicals, and the cleaning of plant, tools and equipment
- Organisational and site standards, requirements, policies and procedures for finishing products
- Criteria for recycling and re-using material with defects
- Routine maintenance procedures
- Hazards and risks associated with finishing and coating fabricated products, including environmental hazards and risks
- Established communication channels and protocols
- Problem identification and resolution strategies, common fault finding techniques, and typical product and coat defects
- Types of tools and equipment, and procedures for their safe use, operation and maintenance
- Appropriate mathematical procedures for estimating and measuring, including calculating time to complete tasks
- Procedures for recording and reporting workplace information

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

A person who demonstrates competency in this unit must be able to provide evidence that they can safely and efficiently:

- set up production processes
- carry out finishing and coating operations
- package finished products according to organisational guidelines

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competency in this unit must be relevant to, and satisfy, all of the requirements of the elements of this unit and include demonstration of:

- following applicable commonwealth, state or territory legislative and regulatory requirements and codes of practice relevant to finishing products
- following organisational policies and procedures relevant to finishing products
- selecting and using appropriate tools, equipment and materials over the full range of processes for finishing fabricated products
- packaging products using the full range of equipment and packaging materials
- coating products ensuring accurate identification and correction of defects and faults

Context of and specific resources for assessment

- Competency is to be assessed in the workplace or realistically simulated workplace
- Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints
- Assessment of required knowledge, other than confirmatory questions, will usually be conducted in an off-site context
- Assessment is to follow relevant regulatory or Australian Standards requirements
- The following resources should be made available:
 - workplace location or simulated workplace
 - materials and equipment relevant to undertaking work applicable to this unit

EVIDENCE GUIDE

Method of assessment

- specifications and work instructions
- Assessment must satisfy the endorsed Assessment Guidelines of the FPI11 Training Package
- Assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace relevant contexts) together with application of required knowledge
- Assessment must be by direct observation of tasks, with questioning on required knowledge and it must also reinforce the integration of employability skills
- Assessment methods must confirm the ability to access and correctly interpret and apply the required knowledge
- Assessment may be applied under project-related conditions (real or simulated) and require evidence of process
- Assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances
- Assessment may be in conjunction with assessment of other units of competency
- The assessment environment should not disadvantage the candidate
- Assessment practices should take into account any relevant language or cultural issues related to Aboriginality, gender or language backgrounds other than English
- Where the participant has a disability, reasonable adjustment may be applied during assessment
- Language and literacy demands of the assessment task should not be higher than those of the work role

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. **Italicised** wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and

RANGE STATEMENT

regional contexts) may also be included.

OHS requirements: are to be in line with applicable commonwealth, state or territory legislation and regulations, and organisational safety policies and procedures, and may include:

- personal protective equipment and clothing
- safety equipment
- first aid equipment
- fire fighting equipment
- hazard and risk control
- fatigue management
- elimination of hazardous materials and substances
- manual handling including shifting, lifting and carrying

Environmental requirements may include:

- legislation
- organisational policies and procedures
- workplace practices

Legislative requirements:

are to be in line with applicable commonwealth, state or territory legislation, regulations, certification requirements and codes of practice and may include:

- award and enterprise agreements
- industrial relations
- Australian Standards
- confidentiality and privacy
- OHS
- the environment
- equal opportunity
- anti-discrimination
- relevant industry codes of practice
- duty of care

Organisational requirements may include:

- legal
- organisational and site guidelines
- policies and procedures relating to own role and responsibility
- quality assurance
- procedural manuals
- quality and continuous improvement processes and standards

RANGE STATEMENT

- OHS, emergency and evacuation procedures
 - ethical standards
 - recording and reporting requirements
 - equipment use, maintenance and storage requirements
 - environmental management requirements (waste minimisation and disposal, recycling and re-use guidelines)
- Products** may include:
- laminated items
 - components and items requiring special finishing operations
- Tools and equipment** may include:
- standard or special production tooling drills
 - router bits
 - clamps
 - jigs and templates
 - drill press
 - sanders
 - routers
 - surface planers
 - portable power tools
 - hand tools
 - nail guns
 - pneumatic fastener and saws
 - tooling
 - cambers
 - coating machine
- Communication** may include:
- verbal and non-verbal language
 - constructive feedback
 - active listening
 - questioning to clarify and confirm understanding
 - use of positive, confident and cooperative language
 - use of language and concepts appropriate to individual social and cultural differences
 - control of tone of voice
- Work order** may include:
- type, size and quantity of products to be finished and packed
 - drawings
 - packing documentation
 - type of packing material

RANGE STATEMENT

- instructions for the environmental monitoring of work and procedures
 - environmental care requirements relevant to the work
- Appropriate personnel** may include:
- supervisors
 - suppliers
 - clients
 - colleagues
 - managers
- Disposing of** may include:
- recycling material with defects that cannot be repaired, waste material, or products with coat faults
 - re-using material with defects that cannot be repaired, waste material, or products with coat faults
 - redirecting material with defects that cannot be repaired, waste material, or products with coat faults for energy recovery
- Coating** may be:
- by machine or manual
 - by brush
 - by spraying and dipping
- Coating requirements** may include:
- products, such as paints, sealants, timber stains and primers
 - coat characteristics
 - colour and finish
 - equipment, such as brush and spray equipment, including airless or compressed air-operated
- Planned** may relate to:
- number of separate coat applications
 - number of coats
 - coating sequence
 - stands and supports to minimise coating time and handling damage
- Prepared** may relate to:
- product surfaces
- and is to include:
- sanding
 - rubbing
 - scraping
 - cleaning by hand
- Method** may be selected to suit:
- coat
 - product

RANGE STATEMENT

- surface to be coated
 - required coat finish
 - minimal application time
- Assessed** may cover:
- timber species
 - manufactured product type
 - surface finish
 - cleanliness
 - moisture level
- Faults** may include:
- incomplete cover
 - orange peel
 - solvent boil
 - base product faults
 - contamination
 - coating defects
- Segregating** may include:
- recycling finished items with faults or items that do not conform
 - re-using finished items with faults or items that do not conform
- Records and reports** may include:
- tally sheets
 - quality sheets and forms
 - production sheets and downtime sheets
- and may relate to:
- production details
 - maintenance details
 - breakdowns or equipment faults
 - computer problems
 - interruptions to production
- and may be:
- manual
 - computer-based system
 - other appropriate organisational communication system

Unit Sector(s)

Not Applicable

Competency field

Competency field Common Technical