



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **FPITMM3201B Convert timber**

**Release: 1**

## **FPITMM3201B Convert timber**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Unit descriptor**

This unit describes the outcomes required to prepare and re-saw material to width and on the thickness with a power driven saw to optimise timber conversion and usability. The unit includes operator maintenance

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 FPITMM3201A Convert timber

### **Application of the Unit**

#### **Application of the unit**

This unit involves converting timber 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**

#### **Prerequisite units**

## **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. Prepare for conversion	1.1. Applicable <i>Occupational Health and Safety</i> (OHS), <i>environmental</i> , <i>legislative</i> and <i>organisational requirements</i> relevant to <i>converting timber</i> are identified and followed 1.2. <i>Work order</i> is reviewed and checked with <i>appropriate personnel</i> 1.3. Type and quantity of <i>material</i> to be converted is acquired from the <i>storage location</i> 1.4. <i>Equipment</i> is selected appropriate to work requirements and checked for operational effectiveness in line with manufacturer's recommendations 1.5. Timber conversion and <i>saw set-up</i> are planned in line with site procedures 1.6. <i>Communication</i> with others is established and maintained in line with OHS requirements
2. Produce boards	2.1. Saw, carriage and feed are set, regularly checked and adjusted to suit conversion plan, <i>ordered sizes</i> and <i>tolerances</i> 2.2. Timber supply is monitored to ensure constant supply to the saw 2.3. Equipment and machinery are used in line with organisational procedures, manufacturer's instructions and environmental protection requirements 2.4. Saw bench is operated to produce boards without damage to boards or saw blade and <i>feed rate</i> is maintained 2.5. Material with <i>defects</i> , incorrect cuts and off-cuts is <i>disposed of</i> in line with site procedures and environmental requirements 2.6. Processing and equipment faults are <i>recorded and reported</i> to the appropriate personnel 2.7. Material is safely <i>stacked</i> in a designated location in line with work order requirements
3. Conduct operator maintenance	3.1. Equipment lock-out procedures are followed in line with OHS legislation and site procedures 3.2. Saw blades are checked for blunt or damaged condition in line with site requirements 3.3. Saw blades are removed and replaced in line with manufacturer's recommendations

**ELEMENT****PERFORMANCE CRITERIA**

3.4.Saw area is kept clear of dust, off-cuts and debris in line with OHS requirements

**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; safely convert timber
- Communication skills and interpersonal techniques sufficient to interact appropriately with colleagues and others in the workplace
- Literacy skills sufficient to accurately record and report workplace information, and maintain documentation
- Numeracy skills sufficient to measure and calculate length and angles including basic addition and subtraction
- Problem solving skills sufficient to identify problems and equipment faults and 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 converting timber
- Environmental protection requirements, including the safe disposal of waste material, minimising carbon emissions and the cleaning of plant, tools and equipment
- Organisational and site standards, requirements, policies and procedures relevant to converting timber
- Environmental risks and hazards
- Characteristics of timber and timber defects
- Cutting patterns and sequences
- Saw feed rates
- Saw blade condition assessment
- Industry standard cross-sections and lengths
- Storage systems and labelling
- Established communication channels and protocols
- Problem identification and resolution strategies and common fault finding techniques
- Types of tools and equipment and procedures for their safe use, operation and

**REQUIRED SKILLS AND KNOWLEDGE**

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 convert timber within organisational requirements

### 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 converting timber
  - following organisational policies and procedures relevant to converting timber
  - effectively communicating and following safe working practices
  - cutting material to width and thickness in line with the work order and within prescribed organisational tolerances
  - conducting operator maintenance on a automatic feed controlled rip saw
  - stacking batches of cut material in line with organisational requirements and OHS regulations
- 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
    - specifications and work instructions

## EVIDENCE GUIDE

### Method of assessment

- 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. Bold 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 regional contexts) may also be included.



## RANGE STATEMENT

### **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
- safe forest practices including required actions relating to forest fire
- 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

## RANGE STATEMENT

processes and standards

- OHS, emergency and evacuation procedures
- ethical standards
- recording and reporting requirements
- equipment use and maintenance and storage requirements
- environmental management requirements (waste minimisation and disposal, recycling and re-use guidelines)

### **Timber conversion**

is the process of producing boards by:

- re-sawing in-the-rough boards to optimise single boards through cutting away waste edges
- cutting boards into two or more boards thereby maximising the amount of product in line with the work order

### **Work order** is to include:

- instructions for the cutting and despatch of timber and timber products from the work site

and may include:

- type
- size
- width
- angle
- quantity
- grade
- 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

### **Material** may include:

- native timber species
- imported timber species
- dressed timber
- in-the-rough timber
- green timber
- stress and non-stress graded timber,

## RANGE STATEMENT

- Storage locations** may include:
- preservative treated timber
  - coated and/or treated timber products
  - beams or laminated beams
  - storage racks
  - storage bays
  - bins
  - stacks
  - pallet boxes
  - modularised storage components
  - temporary stacking bays (stand, frame or ground)

and may be divided into:

- standard product classification
  - product designation
  - size
  - dimension
  - stack number
  - weight
  - grade
  - shelf life
  - stock rotation position
- Equipment** may include:
- measuring equipment
  - power operated
  - automatic feed controlled ripping saws where the cut is controlled relative to the board guides and fence
  - saws with adjustable thickness (sloping table)
  - saws with one blade
  - rip saws
  - table saws
  - bench saws

and is to include procedures for:

- saw lock-out, i.e. protecting operators and co-workers from accidental injury by isolating the machine from the power source
- Saw set-up** is to include:
- setting depth, width and thickness of cut measured from the fence in line with product order and allowing for kerf (width of saw cut)

- Communication** may include:
- verbal and non-verbal language
  - constructive feedback

## RANGE STATEMENT

- 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 and body language
- Ordered sizes** may include:
- a range of sizes cut to widths usually increasing in 5 mm increments
- Tolerances** are a set limit for cutting over or under the required width within a set margin of acceptance usually + or - 0.5 mm or in line with order or organisational requirements
- Feed rate** is the rate of speed at which the material is passed through the machine affecting the sharpness of the cutting blades, the finish of the material and the production output
- Defects** may include:
- warp
  - wane
  - cupping
  - shakes
  - insect defects
  - knots
  - resin pockets
- Disposing of** may include:
- recycling material with defects, incorrect cuts and off-cuts
  - re-using material with defects, incorrect cuts and off-cuts
- Records and reports** may include:
- product type
  - size
  - width
  - thickness
  - inspection, grading and labelling outcomes
  - storage locations
  - quality outcomes
  - hazards
  - incidents or equipment malfunctions
- and may be:
- manual

## RANGE STATEMENT

- Stacking** may include:
- using a computer-based system or another appropriate organisational communication system
  - preparing for transport
  - categorising in common size, length, width and thickness
  - marking lots in line with work order and site requirements
  - locating so as not to block access or passage

## Unit Sector(s)

**Unit sector** No sector assigned

## Co-requisite units

**Co-requisite units**

## Competency field

**Competency field** Timber Manufactured Products and Timber Merchandising