Australian Government

Department of Education, Employment and Workplace Relations

FPPHWP270A Unload waste paper

Release: 1

FPPHWP270A Unload waste paper

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit describes the outcomes required to unload waste paper in the pulp and paper industry

General legislation, regulatory, licensing and certification requirements applicable to this unit are detailed in the range statement

Specific high risk (and non-high risk) load shifting, licensing requirements for this unit may be applicable and are to be met separately and prior to the achievement of this unit

Application of the Unit

Application of the unit

This unit applies to operators who unload waste paper in the pulp and paper industry. This work typically involves complex integrated equipment and continuous operations

This unit generally applies to those who:

- unload waste paper
- grade, sort and stack waste paper, and
- store product

to meet safety, quality and productivity requirements

It does not include receiving waste paper or storing and dispatching waste paper

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. Unload waste paper	1.1. Waste paper is unloaded within Occupational Health and Safety (OHS) regulations, environmental and safe working requirements/practices, Standard Operating Procedures (SOP), and housekeeping requirements
	1.2. Load or product documentation is received, interpreted and verified
	1.3. Non-conforming loads are handled
	1.4. Load and handling characteristics are identified
	1.5. Mechanical handling equipment is selected and operated in accordance with load and handling characteristics
2. Grade, sort and stack waste paper	2.1. Waste paper is graded, sorted and stacked within OHS regulations, environmental and safe working requirements/practices, SOP, and housekeeping requirements
	2.2. Waste paper is moved to appropriate stacking locations consistent with type, quality and stock rotation requirements
	2.3. Stacks are constructed to provide stability and minimise problems
	2.4. Provision for decks, storage bays and access for lifting equipment is made when storing
3. Store product	3.1. Product is stored within OHS regulations, environmental and safe working requirements/practices, SOP, and housekeeping requirements
	3.2. Load is carried, raised and set down safely
	3.3. Load is stored in compliance with stock location requirements
	3.4. Inventory records documentation is completed

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the skills and knowledge required for this unit.

REQUIRED SKILLS AND KNOWLEDGE

Required skills

- Uses required forms of communication in unloading waste paper
- Reads and interprets required documentation, procedures and reports
- Accesses, navigates and enters computer-based information
- Interprets instruments, gauges and data recording equipment
- Identifies and actions problems within level of responsibility
- Identifies and monitors process control points
- Maintains situational awareness in the work area
- Uses measuring equipment as required
- Stacks and stores waste paper efficiently and safely
- Handles non-conformance loads
- Minimises handling to meet loading, processing, and stock rotation requirements
- Delivers paper as required, to meet production requirements
- Uses approved manual handling techniques
- Maintains machinery
- Operates materials handling equipment
- Operates high risk (and non-high risk) load shifting equipment as required
- Analyses and uses sensory information to alter work sequence to maintain safety, quality and productivity
- Uses electronic and other control systems to control equipment and processes as required

Required knowledge

- Procedures, regulations and legislative requirements relevant to unloading waste paper including OHS, environmental including relevant sustainability requirements/practices, SOP, isolation procedures, safe working requirements, risks and hazard identification and housekeeping
- Emergency and evacuation procedures
- Relevant forms of communication
- Basic problem-solving techniques consistent with level of responsibility
- Working knowledge of waste paper unloading processes, layout and associated services sufficient to unload waste paper within level of responsibility
- Stacking procedures, implications and requirements
- Deck or storage bay requirements
- Load types, specifications and characteristics
- Application of high risk (and non-high risk) load shifting equipment, as required
- Sensory information that indicates a deviation from standard operating parameters
- Sufficient knowledge of electronic and other control systems, operation and application that control waste paper unloading processes, within level of responsibility

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

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

Evidence should be relevant to the work. It should satisfy the requirements of the elements and performance criteria and include consideration of:

- the required knowledge and skills tailored to the needs of the specific workplace
- applicable OHS regulations, environmental and safe working requirements/practices, SOP and housekeeping requirements
- applicable aspects of the range statement
- practical workplace demonstration of skills in unloading waste paper

Context of and specific resources for assessment

A workplace assessment must be used to assess:

- the application of required knowledge on the job
- the application of skills on the job, over time and under a range of typical conditions that may be experienced in unloading waste paper

Access to the full range of equipment involved in unloading waste paper in a pulp or paper mill is required

Method of assessment

A combination of assessment methods should be used. The following examples are appropriate for this unit:

- observation of applied skills and knowledge on the job
- workplace demonstrations via a mock-up or simulation that replicate part/s of the job
- answers to written or verbal questions about specific skills and knowledge
- third-party reports from relevant and skilled personnel
- written evidence e.g. log sheet entries, checklist entries, test results

EVIDENCE GUIDE

Assessment processes and techniques must be culturally appropriate and in keeping with the language and literacy capacity of the learner and the work being performed. This includes conducting an assessment in a manner that allows thoughts to be conveyed verbally so that the learner can both understand and be understood by the assessor (e.g. use plain English and terminology used on the job)

A holistic assessment with other units relevant to the pulp and paper industry, mill and job role is recommended

Additional information on approaches to assessment for the pulp and paper industry is provided in the Assessment Guidelines for this Training Package

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.

Productivity requirements may include:

- energy efficiency
- waste minimisation
- evaporation minimisation, including landfill and waste water reduction
- environmentally safe waste disposal
- consideration of resource utilisation, including fibre efficiency
- minimising delays
- chemical recovery maximisation
- meeting key performance indicators
- line speed
- handovers
- quality checks
- meeting output targets i.e. net tonnes per employee per annum

RANGE STATEMENT

	• machine/process time availability i.e. time the machine or process is making product • machine/process production rate
Materials and supplies may include:	• waste paper • blocks • pallets • loose • reels • product
Equipment may include:	• conveyor systems • cranes • sorting tables • fork lift • straddle truck • trailer or tipper • articulated loader • side loader • mobile crane or other materials • handling equipment • hand and power tools • computer systems • fully automated, semi-automated, manually operated plant and equipment appropriate to unloading waste paper
Accessories may include:	• protective and high visibility safety clothing and equipment • break down tools and equipment • electronic communication equipment
Electronic control systems may include:	• Digital Control System (DCS) • touch screens • robotics
Legislation, regulatory, licensing and certification requirements may include:	• OHS and environmental requirements (local, state and commonwealth) • activity or task specific high risk (and non-high risk) load shifting licensing requirements
Documentation, procedures and reports may include:	• SOP • quality procedures • environmental sustainability requirements/practices • plant manufacturing operating manuals • oil or chemical spills and disposal guidelines

RANGE STATEMENT

	• plant isolation documentation • safe work documentation e.g. plant clearance, job safety analysis, permit systems • weighbridge dockets • work orders • tally sheets • truck delivery dockets • invoices • non-conformance reports • test results and reports • log sheets (production or equipment) • equipment performance data • tonnage • input and conversion • stock inventory • process and instrument diagrams
Maintenance may include:	• operator level maintenance as per site agreement • maintenance systems • proactive maintenance strategies e.g. Total Productive Maintenance (TPM), Reliability Centred Maintenance (RCM)
Sampling or testing may include:	• sampling at process by operator to site specifications • visual assessment of load for unacceptable contaminants
Actions may include:	• process adjustments • reporting to authorised person • rectifying problem within level of responsibility
Situational awareness may include	awareness of: • traffic • pedestrians • location of equipment • product • hazards • obstruction • unexpected movement

RANGE STATEMENT

Communications may include	interaction with: • internal/external suppliers and customers • maintenance services • team members • operational management
Sensory information may include:	• visual • sound • feel • touch • smell • vibration • temperature
Forms of communications may include:	• written e.g. log books, emails, incident and other reports, run sheets, data entry • reading and interpreting documentation e.g. SOP, manuals, checklists, drawings • verbal e.g. radio skills, telephone, face to face, handover • non-verbal e.g. hand signals, alarms, observations • signage e.g. safety, access

Unit Sector(s)

Not Applicable