FPPRES270A Unload materials

Release: 1

FPPRES270A Unload materials

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit describes the outcomes required to unload materials 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 materials in the pulp and paper industry. This work typically involves complex integrated equipment and continuous operations
	This unit generally applies to those who:
	• conduct unloading processes
	• sort and store materials, and
	• record or tally unloading operations data
	to meet safety, quality and productivity requirements
	It does not include receiving materials, preparing and operating the woodchip production system, distributing woodchips or troubleshooting and rectifying primary resource operations

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. Conduct unloading processes	1.1. Unloading processes are conducted within Occupational Health and Safety (OHS) regulations, environmental and safe working requirements/practices, Standard Operating Procedures (SOP), and housekeeping requirements.
	1.2. Load shifting equipment is checked, set up and prepared for operation
	1.3. Load is inspected for movements and safest unloading sequence is determined
	1.4. Materials are lifted and unloaded maintaining load and equipment stability
	1.5. Damage to raw materials, equipment, or vehicle is reported according to company procedures
	1.6. Load or vehicle lifting equipment performance is monitored for unsatisfactory or hazardous operation
2. Sort and store materials	2.1. Materials are sorted and stored within OHS regulations, environmental and safe working requirements/practices, SOP, and housekeeping requirements
	2.2. Materials are identified and assessed for immediate use or storage
	2.3. Materials are moved to appropriate storage locations consistent with type, quality and stock rotation requirements
	2.4. Stacks are constructed to provide stability and minimise problems
	2.5. Provision for decks, storage bays and access for lifting equipment is made when storing
3. Record or tally unloading operations data	3.1. Unloading operations data is recorded or tallied within OHS regulations, environmental and safe working requirements/practices, SOP, and housekeeping requirements
	3.2. Materials are confirmed and recorded
	3.3. Storage areas are marked as required
	3.4. Tally sheets and/or reject stock documentation are maintained as required

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the skills and knowledge required for this unit.

Required skills

- Uses required forms of communication in unloading materials
- Reads and interprets required documentation, procedures and reports
- Collects, interprets and enters data and uses recording systems
- Maintains machinery documentation
- Accesses, navigates and enters computer-based information
- Identifies and actions problems within level of responsibility
- Monitors and controls process control points
- Maintains situational awareness in the work area
- Uses enterprise work practices
- Selects appropriate actions for handling non-conformance loads
- Minimises handling to meet loading, processing, and stock rotation requirements
- Moves and stacks materials
- Delivers materials as required to meet production requirements
- Uses identification, classification and tagging systems
- Uses measuring equipment as required
- Applies manual handling techniques
- Operates high risk (and non-high risk) load shifting equipment as required
- Operates materials handling equipment
- 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 materials, including OHS, environmental including relevant sustainability requirements/practices, SOP, isolation procedures, safe working requirements, risks and hazard identification and housekeeping
- Dangerous goods handling and storing requirements
- Relevant forms of communication
- Basic problem-solving techniques consistent with level of responsibility
- Working knowledge of materials unloading processes, area layout and associated services including operating parameters, variation and associated adjustments within level of responsibility
- Load types, specifications and characteristics
- Unloading, sorting and storage requirements, procedures and implications
- Application of high risk (and non-high risk) load shifting equipment as required
- Sensory information that indicates a deviation from standard operating parameters

REQUIRED SKILLS AND KNOWLEDGE

- Sufficient knowledge of electronic and other control systems, operation and application to make appropriate adjustments that control material 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 materials
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 materials
	Access to the full range of equipment involved in unloading materials 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

EVIDENCE GUIDE

specific skills and knowledge

- third-party reports from relevant and skilled personnel
- written evidence e.g. log sheet entries, checklist entries, test results

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

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	• line speed
	• handovers
	• quality checks
	• meeting output targets i.e. net tonnes per employee per annum
	• machine/process time availability i.e. time the machine or process is making product
	• machine/process production rate
Materials and supplies may include:	• hardwood or softwood logs
	• lapped pulp
	• baled pulp
	• waste paper
	• woodchips
	• finished supplies
	• parts
	• complete orders
Equipment may include:	• fork lift
	• crane
	• front end loader
	• mobile crane
	• dozer
	• fork lift attachments
	• crane hooks
	• chains
	• slings and straps
	• grabs
	• winches
	• computer system
	• video monitoring
	• electronic weighing and measuring equipment
	• electronic screens and alarms
	• process control systems
	• analogue and digital instrumentation
	• fully automated, semi-automated, manually operated plant and equipment appropriate to unloading materials
Electronic control systems may include:	• Digital Control System (DCS)
	• touch screens
	• robotics
Legislation, regulatory, licensing	• OHS and environmental requirements (local, state and commonwealth)

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and certification requirements may include:	• activity or task specific high risk and (non-high risk) load shifting licensing requirements • dangerous goods storage and handling
Documentation, procedures and reports may include:	• SOP • quality procedures • environmental sustainability requirements/practices • plant manufacturing operating manuals • oil or chemical spills and disposal guidelines • plant isolation documentation • safe work documentation e.g. plant clearance, job safety analysis, permit systems • enterprise policy, procedures and guidelines • weighbridge dockets • work orders • tally sheets • truck delivery dockets • invoices • non-conformance reports • test results and reports • log sheets (production/equipment) • equipment performance data • tonnage, input and conversion • Material Safety Data Sheets (MSDS) • pile survey documents
Maintenance may include:	• operator level maintenance as per site agreement • operator maintenance schedules • maintenance systems • maintenance suppliers • proactive maintenance strategies e.g. Total Productive Maintenance (TPM), Reliability Centred Maintenance (RCM)
Actions may include:	• process adjustments • reporting to authorised person • rectifying problem within level of responsibility
Communications may include	interaction with: • internal/external customers and suppliers • work area personnel • maintenance services

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	• team members • production/service co-ordinator • operational management • statutory authorities
Situational awareness may include	awareness of: • traffic • pedestrians • location of equipment • product • hazards • obstruction • unexpected movement
Sensory information may include:	• visual • sound • feel • touch • smell • vibration • temperature
Forms of communication 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