



Australian Government

Department of Education, Employment and Workplace Relations

FPICOT2228B Store materials

Release: 1

FPICOT2228B Store materials

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit describes the outcomes required to plan and operate a timber racking system and storage bay, including the receipt and despatch of packs of timber and timber 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 FPICOT2228A Store materials

Application of the Unit

Application of the unit

The unit involves storing materials 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. Prepare for storage	<p>1.1. Applicable <i>occupational health and safety</i> (OHS), <i>environmental, legislative</i> and <i>organisational requirements</i> relevant to storing <i>materials</i> are identified and followed</p> <p>1.2. <i>Work order</i> is reviewed and clarified with <i>appropriate personnel</i></p> <p>1.3. Type and quantity of material to be stored is <i>inspected and checked for grading and labelling</i> in line with site procedures</p> <p>1.4. Required <i>storage locations</i> are selected and isolated in line with site procedures</p> <p>1.5. <i>Lifting equipment and assistance</i> with lifting are selected and requested</p> <p>1.6. <i>Communication</i> with others is established and maintained in line with OHS requirements</p>
2. Receive materials	<p>2.1. Packs containing material to be stored are placed on stand, frame or ground in line with site operating procedures</p> <p>2.2. <i>Packs are released/unbound</i> in a clear area to avoid injury to personnel or damage to material</p> <p>2.3. Material is checked to meet labelled or expected content</p> <p>2.4. Packs not meeting the order or containing contaminated material are reported to appropriate personnel</p> <p>2.5. Area is regularly cleared of packing and loose material in line with site operating procedures and environmental requirements</p>
3. Store materials	<p>3.1. Material is separated by <i>size</i> and placed in planned storage locations</p> <p>3.2. Material not meeting <i>quality requirements</i> is <i>disposed of</i> in line with site procedures</p> <p>3.3. Storage locations are labelled in line with site systems</p> <p>3.4. <i>Records and reports</i> are accurately completed, processed and maintained in line with workplace procedures</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 receive and store timber and timber products
- Communication skills sufficient to use appropriate communication and interpersonal techniques with colleagues and others; locate, record and report information
- Literacy skills sufficient to follow legislation, regulations, standards, codes of practice and established safe practices and procedures for storing timber and timber products
- Numeracy skills sufficient to measure, estimate and calculate time required to complete a task
- Problem solving skills sufficient to review and identify work requirements; identify problems and 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 storing materials
- Environmental protection requirements, including the safe disposal of waste material (including preservative treated timber)
- Organisational and site standards, requirements, policies and procedures for storing materials
- Environmental risks and hazards
- Criteria for recycling and re-using material
- Methods of visual estimation, grading, colour identification and tagging
- Industry standard cross sections and lengths
- Storage systems and labelling procedures
- Established communication channels and protocols
- Problem identification and resolution strategies, and common fault finding techniques
- Types of tools and equipment, and procedures for their 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 receive timber or timber products, and sort and store them in line with 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 storing materials
- following organisational policies and procedures relevant to storing materials
- preparing for, receiving and inspecting a pack of timber or timber products for storage
- sorting a pack of timber, and moving and allocating its contents to storage locations in line with organisational requirements

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

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

EVIDENCE GUIDE

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.

OHS requirements:

are to be in line with applicable commonwealth, state or territory legislation and regulations, and organisational safety policies and procedures, and

RANGE STATEMENT

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
- legislation
- organisational policies and procedures
- workplace practices

Environmental requirements
may include:

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
- OHS, emergency and evacuation procedures
- ethical standards

RANGE STATEMENT

- recording and reporting requirements
 - equipment use, maintenance and storage requirements
 - environmental management requirements (waste minimisation and disposal, recycling and re-use guidelines)
- Materials** may include:
- native timber species
 - imported timber species
 - dressed timber
 - in-the-rough timber
 - stress and non-stress graded timber
 - preservative treated timber
 - medium density fibreboard
 - laminated veneer
 - chipboard, fibreboard and other manufactured board products
 - coated and/or treated timber products
 - hardware products
 - building materials
 - landscape products
- Work order** is to include:
- instructions for the receipt, despatch and storing of timber and timber products to or from the designated storage location
- and may include:
- type
 - size
 - 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
- Inspection and checking for grading and labelling** may include:
- visual estimation
 - confirmation of stress-grading
 - identification and categorisation of standard cross sections and length

RANGE STATEMENT

- profile
- colour identification
- general information labelling
- tagging

Storage locations may include:

- 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

Lifting equipment and assistance may include:

- fork lifts
- slings
- trolley jacks
- gantry cranes
- loaders

assistance with lifting, such as:

- involving two or more personnel to lift materials manually or to guide the movement of mechanical equipment

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

RANGE STATEMENT

Pack release and unbinding may include:

- control of tone of voice
- removing wrapping material
- controlling the release cutting of binding straps clear of other personnel
- controlling the shifting of materials after release
- carefully disposing of all packing materials

Size may include:

- cross sectional size
- width
- thickness
- length
- diameter
- profile

Quality requirements may include:

- inspection and acceptance of material that does not exceed organisational specifications for:
 - warp
 - wane
 - cupping
 - shakes
 - insect defects
 - knots
 - resin pockets

Disposing of may include:

- recycling material that does not meet quality requirements
- re-using material that does not meet quality requirements
- redirecting material that does not meet quality requirements for energy recovery

Records and reports may include:

- product type
- size
- inspection information
- grading and labelling outcomes
- storage locations
- quality outcomes
- hazards
- incidents
- equipment malfunctions

and may be:

- manual

RANGE STATEMENT

- computer-based system
- other appropriate organisational communication system

Unit Sector(s)

Not Applicable

Competency field

Competency field Common Technical