



**Australian Government**

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

# **FPIWPP2211B Move material by transfer equipment**

**Release: 1**

## **FPIWPP2211B Move material by transfer equipment**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Unit descriptor**

This unit describes the outcomes required to move timber products using transfer cars and rail systems. The unit includes set-up and shut-down

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 FPIWPP2211A Move material by transfer equipment

### **Application of the Unit**

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

The unit involves moving material by transfer equipment in a forest products factory

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 to move material by transfer equipment	1.1. Applicable <b>Occupational Health and Safety (OHS), environmental, legislative and organisational requirements</b> relevant to moving <b>material</b> by transfer equipment are identified and followed 1.2. <b>Work order</b> is reviewed and checked with <b>appropriate personnel</b> 1.3. Type and quantity of material to be moved is inspected and checked for potential hazards, obstructions and spillage in line with site procedures and environmental requirements 1.4. <b>Equipment</b> is selected appropriate to work requirements and checked for operational effectiveness in line with manufacturer's recommendations 1.5. <b>Moving processes</b> are planned in line with site procedures 1.6. <b>Communication</b> with others is established and maintained in line with OHS requirements
2. Move material	2.1. <b>Communication signals</b> are identified and nearby personnel notified of impending operation 2.2. Material to be moved and loading point are identified from schedules, orders and instructions 2.3. <b>Material dimensions and weight</b> are estimated to ensure the transfer equipment is kept stable and not overloaded 2.4. Load is manoeuvred into position using relevant transfer car techniques in line with manufacturer's recommendations 2.5. Material is moved using rail and transfer car in line with site requirements 2.6. Moving processes and equipment faults are <b>recorded and reported</b> to the appropriate personnel
3. Shut down equipment	3.1. Material is cleared from transfer car prior to shutdown 3.2. <b>Shutdown</b> procedures are coordinated with other line operators and followed in line with OHS legislation and site procedures 3.3. <b>Safety locks and brakes</b> are applied to prevent accidental movement of the equipment 3.4. Routine post operational checks are conducted in line with organisational standard operating

**ELEMENT****PERFORMANCE CRITERIA**

procedures

3.5. Areas around rail system are cleared of material spillage 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; efficiently and safely move material using transfer car
- Communication skills and interpersonal techniques sufficient to interact appropriately with colleagues and others in the workplace
- Literacy skills sufficient to accurately locate, record and report information
- Numeracy skills sufficient to estimate, measure and calculate time required to complete a task
- Problem solving skills sufficient to review and accurately identify work requirements; 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 moving material by transfer equipment
- Environmental protection requirements, including the safe disposal of waste material and the cleaning of plant, tools and equipment
- Organisational and site standards, requirements, policies and procedures for rail and transfer car operations
- Environmental risks and hazards
- Transfer car capacities and hazards
- Rail and transfer car shut-down 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

## **REQUIRED SKILLS AND KNOWLEDGE**

- 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 move material by transfer car 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 moving material by transfer equipment
- following organisational policies and procedures relevant to moving material by transfer equipment
- moving material by transfer car to convey material to or from production areas
- redistributing material on site using rail and transfer car

### 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 and maintenance and storage requirements
  - environmental management requirements (waste minimisation and disposal, recycling and re-use guidelines)
- Material** may include:
- treated paper
  - wood chips
  - flakes
  - wood fibre
  - logs
  - bark
  - off-cuts
  - timber
  - raw board
  - panel products
  - veneer
- Work order** is to include:
- instructions for the receipt/despatch and moving of timber and timber products to/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
- Equipment** may include:
- rail and electrically powered rail mounted transfer car systems
  - 'follow me' trolleys
  - electronic-eye trolleys used in layup
- Moving process** is to include:
- the control of rail and transfer car systems including start-up and shut-down

## RANGE STATEMENT

- monitoring of hazards
  - weight and oversize objects
  - control of loading and unloading points
  - communication signals
  - observation of other personnel
  - minimising carbon emissions
- 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
  - body language
- Communication signals** may include:
- hand signals
  - whistles
  - sirens
  - loud speaker announcements
  - warning signals
  - two way radios
- Material dimensions and weight** are to include:
- monitoring of articles or products which may be unstable
  - oversize or over the weight capacity of the transfer car requiring redistribution or alternate transfer
- Records and reports** may include:
- rail and transfer car operations
  - product types
  - size
  - inspection and labelling outcomes
  - storage locations
  - quality outcomes
  - hazards
  - incidents
  - equipment malfunctions
- and may be:
- manual
  - using a computer-based system or other

**RANGE STATEMENT**

- Shutdown** is to include:
- appropriate organisational communication system
  - procedures for equipment lock-out, ie protecting operators and co-workers from accidental injury by isolating the machinery from the power source
  - cleaning and maintaining all parts
- Safety locks and brakes** are applied to the transfer car to prevent it from movement during shut-down

**Unit Sector(s)**

**Unit sector** No sector assigned

**Co-requisite units**

**Co-requisite units**

**Competency field**

**Competency field** Wood Panel Products