



Australian Government

Department of Education, Employment and Workplace Relations

FPIWPP3204B Form board

Release: 1

FPIWPP3204B Form board

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit describes the outcomes required to conduct the board forming process to produce chipboard and fibreboard. The unit includes shut-down and cleaning of equipment

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 FPIWPP3204A Form board

Application of the Unit

Application of the unit

The unit involves forming board 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 for forming	<p>1.1. Applicable Occupational Health and Safety (OHS), environmental, legislative and organisational requirements relevant to form board are identified and followed</p> <p>1.2. Work order is reviewed and checked with appropriate personnel</p> <p>1.3. Type and quantity of flakes or fibre is assessed and acquired from the stockpile or storage bins</p> <p>1.4. Equipment is selected appropriate to work requirements and checked for operational effectiveness in line with manufacturer's recommendations</p> <p>1.5. Forming process is planned in line with site procedures</p> <p>1.6. Communication with others is established and maintained in line with OHS requirements</p>
2. Form board	<p>2.1. Pre start-up checks are carried out on equipment in line with site requirements</p> <p>2.2. Stock tanks are maintained at the correct levels in line with organisational requirements</p> <p>2.3. Spreader stations are adjusted to provide material delivery in line with required board cross-section distribution</p> <p>2.4. Operational condition and set-up of former is checked to confirm mat condition</p> <p>2.5. Forming equipment is checked for defects and positioned to load press in line with operating procedures</p> <p>2.6. Former and forming line are started, operated and adjusted to produce board in line with organisational requirements</p> <p>2.7. Slitters/saws are set to cut formed mat to width and length</p> <p>2.8. Sub-standard board is rejected and disposed of in line with site procedures and environmental requirements</p> <p>2.9. Faults requiring emergency shutdown are detected and action taken to rectify the problem</p>
3. Shut down and clean equipment	<p>3.1. Material is cleared from conveyor belts prior to shut-down in accordance with site procedures</p> <p>3.2. Shutdown procedures are coordinated with other line</p>

ELEMENT**PERFORMANCE CRITERIA**

- operators and followed in accordance with OHS legislation and site procedures
- 3.3. Routine post operational checks are conducted in accordance with organisational standard operating procedures
- 3.4. Areas around conveyors and forming stations are cleared of material spillage
- 3.5. Spreading stations, formers and forming lines are cleaned internally and externally in accordance with organisational requirements
- 3.6. Processing and equipment faults are *recorded and reported* to the appropriate personnel

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 produce form board
- 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 estimate, measure and calculate time required to complete a task
- 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 producing form board
- 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 producing form board
- Environmental risks and hazards
- Characteristics of wood chips, fibre and stock levels

REQUIRED SKILLS AND KNOWLEDGE

- Board forming process
- Material delivery rates
- Composition of chipboard and fibreboard
- 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 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 form boards 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 form board
- following organisational policies and procedures relevant to form board
- forming boards in line with the work order and within prescribed organisational requirements using spreader station, former and forming line
- conducting operator shut-down and cleaning of equipment

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 with 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)

Forming board

is the process of spreading mixture over a former in line with order size and pressing it with heat and pressure to produce a hard panel

Work order is to include:

- instructions for the receipt/despatch of formed boards to/from the designated storage location or processing

and may include:

- type
- size
- quantity
- 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

Fibre or flakes assessment

- fibre is the output product as a result of smashing wood chips into fibrous material which is then used to produce medium density fibreboard
- flakes are used to produce chipboard and are another process of breaking down wood or wood chips

assessment may include:

- species
- size
- grade
- moisture content
- contamination issues

Stockpile

is the pile of available flakes ready for board forming, classified in size and species

RANGE STATEMENT

Storage bins

- are the catchment bins used to collect fibre after conversion of chips to fibre
- store fibre until ready for use in board production

Equipment is to include:

- spreading stations
- formers and forming lines
- slitters/saws
- screens
- cleaning 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
- control of tone of voice
- body language

Pre start-up checks

are conducted to ensure:

- equipment has been set-up correctly
- systems are performing accurately
- machinery is operating to optimum performance

Stock tanks

- are the tanks which hold the wet fibre or flake mix to be spread on the forming line
- provide product to the spreader stations

Spreader stations

are the booms which pour and spread the glue mix onto the board in readiness for adhering laminate or veneer

Forming equipment is to include:

- mats
- screens
- trays
- plates

Former and forming line

- forming line collects the product and provides a base for the former to convert the product into solid pressed board which is in-turn cut by the slitters/saws to form rough sized sheets

RANGE STATEMENT

Disposing of may include:

- recycling sub-standard board
- re-using sub-standard board

Emergency shutdown

is the immediate shutting off of the equipment to prevent an accident or prevent damage to the machine or product

Shut down is to include:

- procedures for equipment lock-out, ie protecting operators and co-workers from accidental injury by isolating the machine from the power source
- cleaning and maintaining all parts

Records and reports may include:

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

and may be:

- manual
- using a computer-based system or other appropriate organisational communication system

Unit Sector(s)

Unit sector

No sector assigned

Co-requisite units

Co-requisite units

Co-requisite units

Competency field

Competency field Wood Panel Products