



**Australian Government**

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

# **FPIWPP3208B Punch peg holes in panels**

**Release: 1**

## **FPIWPP3208B Punch peg holes in panels**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Unit descriptor**

This unit describes the outcomes required to punch peg holes in thin panel products to produce a peg board, using a hole punching machine

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 FPIWPP3208A Punch peg holes in panels

### **Application of the Unit**

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

The unit involves punching peg holes in panels 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 hole punching	1.1. Applicable <i>Occupational Health and Safety</i> (OHS), <i>environmental</i> , <i>legislative</i> and <i>organisational requirements</i> relevant to punching <i>peg holes</i> in panels are identified and followed 1.2. <i>Work order</i> is reviewed and checked with <i>appropriate personnel</i> 1.3. Type and quantity of <i>material</i> to be <i>punched</i> is selected from the <i>storage location</i> 1.4. <i>Equipment</i> is selected appropriate to work requirements and checked for operational effectiveness in line with manufacturer's recommendations 1.5. Punching process and hole lay out are planned in line with site procedures 1.6. <i>Communication</i> with others is established and maintained in line with OHS requirements
2. Punch peg holes	2.1. <i>Pre start-up checks</i> are carried out on equipment in line with site requirements 2.2. Material is fed into the machine at the <i>feed rate</i> prescribed by organisational requirements 2.3. Punching sequence is followed, maintained and adjusted to produce the required quantity and maximise the feed rate 2.4. Punching process is regularly checked and adjusted to maintain the desired quality and output 2.5. Material with <i>defects</i> is rejected and <i>disposed of</i> in line with site procedures and environmental requirements 2.6. Punching process and equipment faults are <i>recorded and reported</i> to the appropriate personnel 2.7. Material is safely <i>stacked</i> in a designated location in line with work order requirements
3. Conduct operator maintenance	3.1. Equipment lock-out procedures are followed in line with OHS legislation and site procedures 3.2. Punches are checked for blunt or damaged condition in line with site procedures 3.3. Punches are removed and replaced in line with manufacturer's recommendations 3.4. Machine area is kept clear of dust and debris 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 punch peg holes in panels
- 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 punching peg holes in panels
- 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 punching peg holes in panels
- Environmental risks and hazards
- Types of punched panels
- Characteristics of timber and timber defects
- Punching processes, feed rates and finish
- Punch condition assessment
- 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 punch peg holes in panels 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 punch peg holes in panels
- following organisational policies and procedures relevant to punch peg holes in panels
- punching peg holes in panels in line with the work order and within prescribed organisational specifications
- conducting operator maintenance on machine punching equipment
- stacking batches of cut material in line with organisational requirements and OHS regulations

### 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

## EVIDENCE GUIDE

### 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 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.



## RANGE STATEMENT

### **OHS requirements:**

are to be in line with applicable Commonwealth, State or Territory legislation and regulations, and organisational safety policies and procedures, and 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

### **Environmental requirements** may include:

- legislation
- organisational policies and procedures
- workplace practices

### **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

## RANGE STATEMENT

processes and standards

- OHS, emergency and evacuation procedures
- ethical standards
- recording and reporting requirements
- equipment use and maintenance and storage requirements
- environmental management requirements (waste minimisation and disposal, recycling and re-use guidelines)

### **Peg holes**

are small diameter holes punched in panel approximately 10 cm apart (or to enterprise or customer specification) horizontally and diagonally over the entirety of the panel

### **Work order** is to include:

- instructions for the punching and despatch of timber panel products from the work site

and may include:

- punching process
- type
- size
- length
- width
- thickness
- 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

### **Material** may include:

- medium density fibreboard
- chipboard
- fibreboard
- other manufactured board products, usually thinner stock of approximately 3-10 cm thick

### **Punching**

is the process of punching multiple holes through thin panel simultaneously to a planned hole

## RANGE STATEMENT

layout, in line with enterprise or customer specifications

**Storage locations** may include:

the use of:

- 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

**Equipment** may include:

- measuring equipment
- punching machines

and is to include:

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

**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

## RANGE STATEMENT

### **Pre start-up checks**

are conducted to ensure:

- machine has been set-up correctly
- punches are installed accurately
- machinery is operating to optimum performance

### **Feed rate**

is the rate of speed the material is passed through the machine affecting the sharpness of the punches, the finish of the material and the production output

### **Defects may include:**

- warp
- wane
- cupping
- incorrect margins
- incorrect patterns
- doglegs
- broken punches

### **Disposing of may include:**

- recycling material with defects
- re-using material with defects

### **Records and reports may include:**

- punching sequence
- product type
- size
- 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

### **Stacking may include:**

- preparing for transport

categorising in machining process, common size, length and thickness

- marking lots in line with work order and site requirements
- locating so as not to block access or passage

## **Unit Sector(s)**

**Unit sector**                      No sector assigned

## **Co-prerequisite units**

**Co-prerequisite units**

## **Competency field**

**Competency field**              Wood Panel Products