



Australian Government

Department of Education, Employment and Workplace Relations

FPIWPP3210B Laminate board

Release: 1

FPIWPP3210B Laminate board

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit describes the outcomes required to set-up, operate and shut-down the laminating press and ancillary equipment used to laminate board with treated material

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 FPIWPP3410A Laminate board

Application of the Unit

Application of the unit

The unit involves laminate 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 laminating	<p>1.1. Applicable <i>Occupational Health and Safety</i> (OHS), <i>environmental</i>, <i>legislative</i> and <i>organisational requirements</i> relevant to <i>laminating board</i> are identified and followed</p> <p>1.2. <i>Work order</i> is reviewed and checked with <i>appropriate personnel</i></p> <p>1.3. Type and quantity of <i>board</i> and <i>material</i> to be laminated is acquired from the production process</p> <p>1.4. <i>Equipment</i> is selected appropriate to work requirements and checked for operational effectiveness in line with manufacturer's recommendations</p> <p>1.5. <i>Production process</i> is selected in line with site procedures</p> <p>1.6. <i>Communication</i> with others is established and maintained in line with OHS requirements</p>
2. Laminate board	<p>2.1. <i>Pre start-up checks</i> are carried out on equipment in line with site requirements</p> <p>2.2. Material and board are loaded and fed to suit planned assembly in the correct sequence</p> <p>2.3. <i>Pressing</i> process is regularly checked to prevent creases, bubbles or other surface defects</p> <p>2.4. Board and material lay up are routinely monitored for position, adhesion, contamination and finish</p> <p>2.5. Finished panels are <i>transferred</i> for further processing in line with site requirements</p> <p>2.6. Laminating process and equipment faults are <i>recorded and reported</i> to the appropriate personnel</p> <p>2.7. Sub-standard material is rejected and <i>disposed of</i> in line with site procedures and environmental requirements</p>
3. Shut down and clean equipment	<p>3.1. <i>Shutdown</i> procedures are coordinated with other line operators and followed in line with OHS legislation and site procedures</p> <p>3.2. Laminating press and equipment are stripped and cleaned in line with site operating procedures</p> <p>3.3. Excess bonding agent is disposed of and unused bonding agent is stored or disposed of in line with environmental regulations</p> <p>3.4. Machine area is kept clear of foreign material, dust</p>

ELEMENT**PERFORMANCE CRITERIA**

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 laminate 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 laminating board
- Environmental protection requirements, including the safe disposal of waste material, the safe use and storage of chemicals, and the cleaning of plant, tools and equipment.
- Organisational and site standards, requirements, policies and procedures for laminating board
- Environmental risks and hazards
- Treated material application processes
- Treated material and board characteristics
- Bonding methods
- Distribution processes
- 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

REQUIRED SKILLS AND KNOWLEDGE

- 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 laminate board 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 laminating board
- following organisational policies and procedures relevant to laminating board
- laminating board in readiness for storage and/or processing
- operating laminating press equipment to bond paper or laminate to board
- redistributing material on site using designated 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 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

EVIDENCE GUIDE

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. **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

RANGE STATEMENT

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
- 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

RANGE STATEMENT

- 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)
- Laminating board** is to include:
- the bonding agent mix used to bond and press sheets of material (such as paper) to varying types of board, including panel size, panel thickness, and finishing processes
- and may include:
- the process of trimming material to a square edge or bevel
- Work order** is to include:
- instructions for the receipt/despatch and pressing of board to/from the designated storage location or processing
- and may include:
- texture
 - colour
 - type
 - size
 - thickness
 - 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
- Board** may include:
- medium density fibreboard
 - chipboard
 - plywood
 - fibreboard
 - other manufactured board products
- Material** may be:
- a treated paper in roll form, often impregnated with a durable resin

RANGE STATEMENT

and can be:

- decorative or for construction purposes

and may include:

- laminate
- veneer
- treated paper
- laminating press with bond spreading stations
- feeding systems

Equipment is to include:

and may include:

- accumulators for continuous operation
- lifting equipment
- see laminating board

Production process

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:

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

Pressing

is the process of compressing the treated material to the board after adhesion between large heated plates

Transferral may include:

the use of:

- conveyor belt systems
- track systems
- lifting equipment such as:
 - fork lifts
 - slings

RANGE STATEMENT

- trolley jacks
- gantry cranes
- loaders
- assistance with lifting such as:
 - the involvement of two or more personnel to lift materials manually or to guide the movement of mechanical equipment

- Records and reports** may include:
- 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

- Disposing of** may include:
- recycling sub-standard material
 - re-using sub-standard material

- Shutdown** 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

Unit Sector(s)

Unit sector No sector assigned

Co-requisite units

Co-requisite units

Co-requisite units

Competency field

Competency field Wood Panel Products