



**Australian Government**

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

# **FPIWPP3211B Maintain caul plates and screens**

**Release: 1**

## **FPIWPP3211B Maintain caul plates and screens**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Unit descriptor**

This unit describes the outcomes required to clean, inspect and replace caul plates and screens in laminating and pressing 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 FPIWPP3211A Maintain caul plates and screens

### **Application of the Unit**

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

The unit involves maintaining caul plates and screens 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 maintenance	1.1. Applicable <i>Occupational Health and Safety</i> (OHS), <i>environmental</i> , <i>legislative</i> and <i>organisational requirements</i> relevant to maintaining <i>caul plates</i> and screens are identified and followed 1.2. <i>Work order</i> is reviewed and checked with <i>appropriate personnel</i> 1.3. Caul plates and <i>screens</i> to be <i>maintained</i> are removed from the designated machinery 1.4. <i>Equipment</i> is selected appropriate to work requirements and checked for operational effectiveness in line with manufacturer's recommendations 1.5. Maintenance process is planned in line with site procedures 1.6. <i>Communication</i> with others is established and maintained in line with OHS requirements
2. Change, clean and polish caul plates	2.1. Plates requiring cleaning are identified and removed from <i>circuit</i> to <i>plate rack</i> in line with operating procedures 2.2. Plates are processed through full <i>cleaning cycle</i> 2.3. Plates are inspected and those with <i>defects</i> separated for repairs 2.4. Plates are dried and prepared for use and returned to circuit in line with standard operating procedures 2.5. Plates are <i>polished</i> using polishing table and head in line with operating procedures 2.6. Polished plates are stored for use in line with organisational requirements 2.7. Chemicals are stored and disposed of in line with statutory requirements and environmental regulations
3. Prepare backing screens	3.1. Screens are rolled from plate and secured in line with standard operating procedures 3.2. Screens are processed through full cleaning cycle 3.3. Screens are stacked and inspected for faults 3.4. Defective screens are identified, removed and <i>disposed of</i> in line with site procedures and environmental requirements
4. Remove and replace transport plates	4.1. <i>Load shifting</i> and transport requirements are coordinated to remove and replace <i>transport plates</i> with minimal downtime

**ELEMENT****PERFORMANCE CRITERIA**

- 4.2. Defective plates are identified, removed from circuit and disposed of in line with site procedures and environmental requirements
- 4.3. Replacement plates are prepared and fitted in line with standard operating procedures
- 4.4. Maintenance process 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 maintain caul plates and screens
- 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 maintaining caul plates and screens
- 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 maintaining caul plates and screens
- Environmental risks and hazards
- Characteristics of metal, caul plates and screens
- Caul plate and screen maintenance procedures
- Removal and replacement methods
- Established communication channels and protocols
- Problem identification and resolution strategies and common fault finding

**REQUIRED SKILLS AND KNOWLEDGE**

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 maintain caul plates and screens 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 maintaining caul plates and screens
- following organisational policies and procedures relevant to maintaining caul plates and screens
- maintaining caul plates and screens in line with the work order and within prescribed organisational requirements
- removing and replacing caul plates and screens from 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)

### **Caul plates**

are double sided smooth plates used in the drying and heat pressing of board in the semi-wet or dry board forming process (the smoothness allows for easier separation)

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

- instructions for the maintenance of the caul plates and screens in designated equipment
- and may also include:

- 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

### **Screens**

are plates which allow for drainage of water as the board forming process takes it through rollers prior to going through the heat press

### **Maintenance**

is the process of cleaning and repairing caul plates and screens which undergo considerable stress from pressure, heat and sticky substances

### **Equipment** may include:

- caul plates
- screens
- transport plates
- cleaning equipment

and 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

## RANGE STATEMENT

- 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
- Circuit** is the board forming process from start to finish
- Plate rack** is the racking system which caul plates and screens sit upon
- Cleaning cycle** may include:
- chemical baths
  - heat treatment baths
- Defects** may include:
- buckling
  - build up of board product
  - marking of the plates
  - dents
- Polishing** ensures both surfaces of caul plates are smooth and polished to ensure easy separation of formed boards
- Disposing of** may include:
- recycling defective material
  - re-using defective material
- Load shifting** may include: the use of:
- conveyor belt systems
  - track systems
  - lifting equipment such as:
    - fork lifts
    - slings
    - 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

## RANGE STATEMENT

**Transport plates** are the plates which carry caul plates and screens through the drying process and heat press

**Records and reports** may include:

- the knife or blade 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

## Unit Sector(s)

**Unit sector** No sector assigned

## Co-requisite units

**Co-requisite units**

## **Competency field**

**Competency field**            Wood Panel Products