



**Australian Government**

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

# **FPIWPP3214B Treat paper**

**Release: 1**

## **FPIWPP3214B Treat paper**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Unit descriptor**

This unit describes the outcomes required to treat paper with resin in readiness for use in the laminating process

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 FPIWPP3214A Treat paper

### **Application of the Unit**

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

The unit involves treating paper in a forest products factory setting

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 treating	<p>1.1. Applicable <b>Occupational Health and Safety</b> (OHS), <b>environmental</b>, <b>legislative</b> and <b>organisational requirements</b> relevant to treat paper are identified and followed</p> <p>1.2. <b>Work order</b> is reviewed and checked with <b>appropriate personnel</b></p> <p>1.3. Type and quantity of <b>paper</b> to be <b>treated</b> is assessed and acquired from the <b>storage location</b></p> <p>1.4. <b>Equipment</b> is selected appropriate to work requirements and checked for operational effectiveness in line with manufacturer's recommendations</p> <p>1.5. Treating processes are planned in line with site procedures</p> <p>1.6. <b>Communication</b> with others is established and maintained in line with OHS requirements</p>
2. Load and treat paper	<p>2.1. Paper rolls are located and moved to loader</p> <p>2.2. <b>Pre start-up checks</b> are carried out on equipment in line with site requirements</p> <p>2.3. Paper is threaded and feed commenced and monitored in line with operating procedures and minimal damage to paper</p> <p>2.4. Rolls are changed at depletion and in conjunction with treatment requirements</p> <p>2.5. <b>Treater</b> is brought to full operating condition and operating parameters regularly checked in line with site requirements</p> <p>2.6. Treating line is run and paper treated with foreign material monitored and kept clear of treating process</p> <p>2.7. <b>Resin</b> parameters are regularly checked and adjusted in line with operating procedures</p> <p>2.8. Paper is regularly <b>assessed</b> to ensure specified outcomes have been achieved</p> <p>2.9. Paper treating process and equipment faults are <b>recorded and reported</b> to the appropriate personnel</p>
3. Fill resin tank	<p>3.1. Resin feed from tanks is shut off in line with operating procedures</p> <p>3.2. <b>Resin tanks</b> are thoroughly washed and drained following operating procedures</p> <p>3.3. Resin being pumped from the delivery truck to the</p>

ELEMENT	PERFORMANCE CRITERIA
	tank is monitored to ensure successful transfer and documentation is completed
	3.4. Area surrounding tank is washed clear of any spillage in line with statutory requirements and environmental regulations
4. Operate effluent system	4.1. <i>Effluent tanks</i> are monitored and regularly cleaned in line with site requirements
	4.2. <i>Settling agents</i> are added to effluent tanks to enterprise specified quantities and allowed to settle
	4.3. <i>Solids</i> are removed and disposed of in line with statutory requirements and environmental regulations
5. Conduct operator maintenance	5.1. Treater shut-down procedures are followed in line with OHS legislation and site procedures
	5.2. Treating mechanisms are checked for effective condition in line with site procedures
	5.3. <i>Vat and oven</i> temperatures are checked, adjusted or maintained
	5.4. Excess resin is disposed of in line with statutory requirements and environmental regulations
	5.5. Treating area is kept clear of dust, shavings 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 treat paper
- 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 SKILLS AND KNOWLEDGE**

### **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 treating paper
- Environmental protection requirements, including the safe disposal of waste material, minimising carbon emissions, the safe use and storage of chemicals, and the cleaning of plant, tools and equipment
- Organisational and site standards, requirements, policies and procedures for treating paper
- Environmental risks and hazards
- Paper treating techniques
- Methods of visual inspection
- Characteristics of paper and resin
- Oven and vat temperatures
- 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 treat paper 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 treating paper
- following organisational policies and procedures relevant to treating paper
- treating paper in readiness for storage and/or processing
- conducting operator maintenance on oven and racking 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 underpinning 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 workplace relevant contexts) together with

## EVIDENCE GUIDE

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 organisational safety policies and procedures, and may include:



## RANGE STATEMENT

- 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 processes and standards
- OHS, emergency and evacuation procedures
- ethical standards
- recording and reporting requirements
- equipment use and maintenance and storage

## RANGE STATEMENT

- requirements
- environmental management requirements (waste minimisation and disposal, recycling and re-use guidelines)
- Work order** is to include:
- instructions for the paper treating
- and may include:
- treating method
  - colour
  - type
  - width
  - length
  - thickness
  - quantity
- 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
- Paper** is to include:
- paper provided in roll form
  - types or thicknesses that are in line with customer usage requirements
- and may include:
- parameters such as dry width
  - expansion ratio
  - contamination levels
  - resin weight
- Treating** is the process of impregnating paper with a durable resin
- Storage locations** may include: the use of:
- storage racks
  - storage bays
  - bins
  - stacks

## RANGE STATEMENT

- 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:

- treaters
- vats
- ovens
- resin tanks
- effluent tanks

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

**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:

- oven and rack systems have been set-up correctly
- systems are performing accurately
- equipment is operating to optimum

## RANGE STATEMENT

	performance
<b>Treater</b>	is the source of providing heat and resin to the paper in a controlled setting with the heat set accordingly
<b>Resin</b>	<ul style="list-style-type: none"><li>• is a powder or liquid form of organic compound made by polymerisation</li><li>• is used to plasticise paper, hardening and making it durable</li></ul>
<b>Assessed</b> is to include:	<ul style="list-style-type: none"><li>• finish quality</li><li>• faults</li></ul>
<b>Records and reports</b> may include:	<ul style="list-style-type: none"><li>• treating requirements</li><li>• product type</li><li>• size</li><li>• inspection</li><li>• grading and labelling outcomes</li><li>• storage locations</li><li>• quality outcomes</li><li>• hazards</li><li>• incidents</li><li>• equipment malfunctions</li></ul> <p>and may be:</p> <ul style="list-style-type: none"><li>• manually</li><li>• using a computer-based system or other appropriate organisational communication system</li></ul>
<b>Resin tanks</b>	are tanks which hold, heat and transfer resin to the treating process
<b>Effluent tanks</b>	are the tanks which accept the run off return from the treating process which contain many foreign particles and solids
<b>Settling agents</b>	are flocking products which capture foreign particles and solids floating weightlessly within the effluent tank and settle them to the bottom of the tank for easy removal
<b>Solids</b>	are the result of using settling agents to solidify foreign particles in the effluent tank for easy removal

## **RANGE STATEMENT**

**Vat and oven** see treater

## **Unit Sector(s)**

**Unit sector** No sector assigned

## **Co-requisite units**

**Co-requisite units**

## **Competency field**

**Competency field** Wood Panel Products