



Australian Government

Department of Education, Employment and Workplace Relations

FPIWPP4201B Plan and coordinate panel production

Release: 1

FPIWPP4201B Plan and coordinate panel production

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit describes the outcomes required to plan the production of panels including forming boards, laminating boards and applying laminates or veneers to board, coordination of production processes and monitoring equipment and output

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 FPIWPP4201A Plan and coordinate panel production

Application of the Unit

Application of the unit

The unit involves planning and coordinating panel production 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

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Plan production 2. Monitor panel production performance | <ol style="list-style-type: none"> 2.1. Applicable <i>Occupational Health and Safety</i> (OHS), <i>environmental, legislative</i> and <i>organisational requirements</i> relevant to planning and coordinating panel production are identified and followed 2.2. Variations in panel characteristics are assessed, recorded and reported to <i>operators</i> 2.3. <i>Panel production</i> schedules are produced and applied in line with site procedures 2.4. <i>Panel type</i> and sizes including order information are planned, scheduled and communicated to operators 2.5. <i>Production methods</i> are planned and prescribed 2.6. <i>Communication</i> with others is established and maintained in line with OHS requirements 2.7. Production methods are reviewed for suitability to planned schedules and <i>production orders</i> 2.8. Panel production is monitored for effectiveness of forming, laminating or veneering procedures and condition of panels 2.9. Assistance is provided to operators with the evaluation of panels and production problems |
|---|---|

ELEMENT**PERFORMANCE CRITERIA**

- | | |
|--------------------------------|---|
| 3. Coordinate panel production | <p>2.10. Panel management and <i>output</i> are monitored to record possible process improvements</p> <p>2.11. Panel production, major problems and equipment faults are investigated, <i>recorded and reported</i> in line with site requirements</p> <p>2.12. Processes for rejecting and <i>disposing of</i> sub-standard panels produced are developed in line with site procedures and environmental requirements</p> <p>3.1. Production and output are monitored to record and action possible process improvements based on production methods and panels being processed</p> <p>3.2. Modifications are made to production methods or schedules to ensure optimum performance and communicated to operators</p> <p>3.3. Production improvement modifications are documented and communicated in line with site procedures</p> <p>3.4. Production output details are obtained and recorded in line with site requirements</p> <p>3.5. Produced panels are directed to <i>storage</i> or <i>transferred</i> for further processing</p> <p>3.6. Operating logs and cutting records are completed and maintained to site standards</p> |
|--------------------------------|---|

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 plan and coordinate panel production
- 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

REQUIRED SKILLS AND KNOWLEDGE

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 planning and coordinating panel production
- Environmental protection requirements, including the safe disposal of waste material, the safe use and storage of chemicals, minimising carbon emissions and the cleaning of plant, tools and equipment
- Organisational and site standards, requirements, policies and procedures for planning and coordinating panel production
- Environmental risks and hazards
- Panel production procedures and management
- Panel types and production methodologies
- 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 plan and coordinate panel production 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 planning and coordinating panel production
- following organisational policies and procedures relevant to planning and coordinating panel production
- planning and coordinating panel production for the enterprise
- modifying production methods and schedules for panel production within the enterprise
- coordinating personnel to follow planning, communications and scheduling for panel production

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)

Operators

are the personnel who use the production machinery and equipment to form and laminate boards, apply laminates and veneers to board

Panel production may include:

- board forming
- board lamination
- the application of laminates and veneers to boards

Panel types may include:

- laminated
- veneered
- plywood
- chipboard
- fibreboard
- medium density fibreboard

with a range of:

- sizes
- surface treatments
- thicknesses
- grades

Production methods may include:

- one or more of the following:

board forming, which is :

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

pressing board using the daylight process includes:

- compressing the blended chips, flakes or fibre into board using formers and a heat driven press system including consideration of weight, thickness, length, width, bond, porosity, moisture content, bare fibres, foreign material, visual appearance, surface blemishes

RANGE STATEMENT

and trimmed edge appearance

board laminating, which is to include:

- the glue mix used to bond and press sheets of paper to varying types of board (usually a type of ply) including panel size, panel thickness, glue application and finishing processes

and may include:

- the process of trimming paper to a square edge or bevel
- pressing laminated ply using a cold or heat driven press to use weight or steam generated pressure to compress the multiple layers of pre-bonded plies together between pressing plates

application of laminates or veneers, which is to include:

- the glue mix used to bond sheets of veneer or laminate to varying types of board including panel size, panel thickness, laminate or veneer type, glue application and finishing processes. It may include the process of trimming laminate or veneer to a square edge or bevel

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

Production order is to include:

- instructions for the production of panels and despatch to downstream operations

and may include:

- batch requirements
- type of product
- size
- quantity

RANGE STATEMENT

- Output** is to include:
- grade
 - size
 - volume recovery
 - finish
 - dimensional consistency
 - quality of panels produced
- Records and reports** may include:
- planning and monitoring outcomes
 - operating logs
 - production records
 - material movement
 - despatch outcomes
 - storage locations
 - quality outcomes
 - hazards
 - incidents
 - equipment malfunctions
- and may be:
- manual
 - using a computer-based system other appropriate organisational communication system
- Disposing of** may include:
- recycling sub-standard panels produced
 - re-using sub-standard panels produced
- Storage** 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

RANGE STATEMENT

- grade
- shelf life
- stock rotation position

Transferral 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

Unit Sector(s)

Unit sector

No sector assigned

Co-requisite units

Co-requisite units

Competency field

Competency field Wood Panel Products