



Australian Government

PPMRES201 Receive materials

Release: 1

PPMRES201 Receive materials

Modification History

Release	Comments
Release 1	This version released with PPM Pulp and Paper Manufacturing Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to receive, check, weigh and direct trucks for unloading raw materials for pulp or paper manufacturing.

The unit applies to production support operators who carry out routine tasks in receiving raw materials for a pulp and/or paper manufacturing facility.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Primary Resource Operations (RES)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare to receive materials	1.1 Identify and confirm material stock order to be received 1.2 Plan and sequence work tasks according to delivery specifications, workplace procedures and workplace health and safety requirements 1.3 Identify health and safety hazards and report safety concerns 1.4 Select required personal protective equipment and measuring and weighing equipment for the task 1.5 Notify yard personnel of deliveries requiring unloading 1.6 Prepare and maintain unloading areas according to housekeeping

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	and environmental requirements
2. Check and weigh load and record data	2.1 Check incoming material load against order and delivery documentation 2.2 Receive, inspect and weigh load according to workplace health and safety and workplace procedures 2.3 Handle non-conforming loads according to workplace procedures 2.4 Record weight of load and load conformance information 2.5 Confirm and record load details according to workplace requirements
3. Direct trucks for unloading	3.1 Direct truck to designated unloading site 3.2 Monitor and control truck traffic in the receiver area according to safe work requirements and practices 3.3 Communicate load requirements to relevant personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	Interpret information from order documentation and workplace procedures
Writing	Complete forms and records accurately and legibly using industry terminology
Oral communication	- Select and use appropriate and clear communication strategies with work colleagues and other personnel on site - Make accurate reports on load discrepancies
Numeracy	- Use measuring and weighing equipment to estimate volume and weight - Interpret numerical data on instruments, gauges and data recording equipment

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
PPMRES201 Receive materials	PPMRES260 Receive materials	Changes to elements, performance criteria, foundation skills, performance evidence and knowledge evidence Assessment conditions updated	Not equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=12998f8d-d0ac-40bc-a69e-72a600d4fd93>