



Australian Government

Department of Education, Employment and Workplace Relations

TLIW2023A Manufacture pallets using manual methods

Release: 1

TLIW2023A Manufacture pallets using manual methods

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to manufacture pallets using manual methods including planning the production of pallets, setting up manual pallet production processes, undertaking manual production of pallets, and completing operations in accordance with workplace requirements. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

Application of the Unit

Work must be carried out in accordance with regulations and workplace requirements relevant to pallet manufacturing processes.

Work is generally performed under some supervision, within a team/group environment. It involves the application of regulatory requirements and workplace procedures to the manufacture of pallets using manual methods as part of pallet manufacturing processes in the transport, warehousing, distribution and/or storage industries.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

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 required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Plan production of pallets	1.1 Pallet design is identified from order in accordance with workplace procedures 1.2 Components are identified from drawings or instructions 1.3 Number of components and quantity of timber necessary to complete order are calculated 1.4 Arrangements are made for supply and cutting of boards and components 1.5 Pallet assembly jig is selected to suit pallet design 1.6 Brand requirements are identified from drawings or instructions and suitable stencils are selected 1.7 Communication with supervisor and other workers is maintained to ensure efficient work flow
2 Set up pallet production	2.1 Appropriate workplace occupational health and safety and other regulatory procedures are followed 2.2 Personal protective equipment is selected and worn 2.3 Equipment and components are brought to assembly area 2.4 Components are inspected for compliance with workplace quality standards 2.5 Paint and painting equipment is prepared and tested
3 Undertake manual production of pallets	3.1 Components are checked for fit to assembly jig and a trial pallet is constructed to specifications in accordance with workplace procedures 3.2 Trial pallet is checked for conformity in accordance with workplace quality standards 3.3 Required number of pallets is constructed in accordance with workplace procedures 3.4 Faults/problems with equipment or components are identified and appropriate action is undertaken 3.5 Pallets are painted and stencilled to order in accordance with work specifications
4 Complete operations	4.1 Pallets are inspected and located to holding area without damage to pallet, personnel or equipment 4.2 Off-cuts, rejected boards and waste materials are directed for waste or recovery in accordance with workplace policy and procedures 4.3 Equipment is maintained and stored in designated areas 4.4 Documentation is completed in accordance with workplace procedures

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

This describes the essential knowledge and skills and their level required for this unit.

Required knowledge:

- Regulations relevant to the manufacture of pallets using manual methods
- Relevant OH&S and environmental protection procedures and guidelines
- Workplace procedures and policies for the manufacture of pallets using manual methods
- Focus of operation of work systems, equipment, management and site operating systems for the manufacture of pallets using manual methods
- Problems that may occur when manufacturing pallets using manual methods and appropriate action that can be taken to resolve the problems
- Documentation and record requirements
- Tools and equipment used during the manufacture of pallets using manual methods and the precautions and procedures that should be followed in their use
- Housekeeping standards and procedures required in the workplace
- Site layout and obstacles

Required skills:

- Communicate effectively with others when manufacturing pallets using manual methods
- Read and interpret instructions, procedures, information and labels relevant to the manufacture of pallets using manual methods
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to work activities
- Operate electronic communication equipment to required protocol
- Work collaboratively with others when manufacturing pallets using manual methods
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any identified problems, faults or malfunctions that may occur when manufacturing pallets using manual methods in accordance with regulatory requirements and workplace procedures
- Apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- Plan own work including predicting consequences and identifying improvements
- Monitor work activities in terms of planned schedule
- Modify activities depending on differing operational contingencies, risk situations and

Required skills:

environments

- Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment
- Maintain tools and equipment used in the manufacture of pallets using manual methods
- Carry out visual inspection of board quality to Australian Standards AS 2858 and AS 2082
- Identify, select and efficiently and effectively use relevant materials and equipment when manufacturing pallets using manual methods
- Adapt to differences in materials and equipment in accordance with standard operating procedures
- Select and use required personal protective equipment conforming to industry and OH&S standards

Evidence Guide**EVIDENCE GUIDE**

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

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 and performance criteria of this unit and include demonstration of applying:
 - the underpinning knowledge and skills
 - relevant legislation and workplace procedures
 - other relevant aspects of the range statement

Context of and specific resources for assessment

- Performance is demonstrated consistently over a period of time and in a suitable range of contexts
- Resources for assessment include:
 - a range of relevant exercises, case studies and/or other simulated practical and knowledge assessment, and/or
 - access to an appropriate range of relevant operational situations in the workplace
- In both real and simulated environments, access is required to:
 - relevant and appropriate materials and equipment, and
 - applicable documentation including workplace

EVIDENCE GUIDE

	procedures, regulations, codes of practice and operation manuals
Method of assessment	<ul style="list-style-type: none"> • Assessment of this unit must be undertaken by a registered training organisation • As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests • Practical assessment must occur: <ul style="list-style-type: none"> • through activities in an appropriately simulated environment at the registered training organisation, and/or • in an appropriate range of situations in the workplace

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.

Work may be conducted:	<ul style="list-style-type: none"> • in a range of work environments by day or night and may cover the full range of standard wooden designs manufactured in the workplace concerned
Customers may be:	<ul style="list-style-type: none"> • internal or external
Workplaces may comprise:	<ul style="list-style-type: none"> • large, medium or small worksites
Workplace environment may include:	<ul style="list-style-type: none"> • movement of equipment, goods, products, materials and vehicular traffic
The manual pallet production process is conducted:	<ul style="list-style-type: none"> • as part of manufacture/repair activities with the operator using discretion and judgement within established specifications
Equipment used may include:	<ul style="list-style-type: none"> • assembly jig • nail gun • compressor or compressed air supply • paint spray gun
OH&S requirements include:	<ul style="list-style-type: none"> • manual handling, protective clothing, elimination/control of hazards, machine isolation and machine guarding
Hazards in the work area may include exposure to:	<ul style="list-style-type: none"> • chemicals • dangerous or hazardous substances • stationary and moving equipment, parts and materials

RANGE STATEMENT

- noise, light, energy sources
 - electrical equipment
 - humidity, air temperature, radiant heat
 - debris on floor
 - faulty racking
 - poorly stacked materials or finished pallets
 - faulty tools and equipment
- Personal protective equipment may include:
- gloves
 - safety headwear and footwear
 - safety glasses
 - respirators
 - protective clothing
- Consultative processes may involve:
- workplace personnel
 - supervisors and managers
 - customers/clients
 - suppliers
 - contractors
 - union representatives
 - industrial relations and OH&S specialists
 - other professional or technical staff
- Communication in the work area may include:
- phone
 - fax
 - email
 - internet
 - barcode readers
 - oral, aural or signed communications
- Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:
- company procedures
 - enterprise procedures
 - organisational procedures
 - established or standard procedures
- Information/documents may include:
- job specifications and workplace operating procedures
 - relevant Australian or international standards
 - manufacturers specifications for equipment/tools
 - supplier and/or client instructions
 - quality assurance standards for pallet manufacture
 - material safety data sheets (where applicable)
 - codes of practice including the National Standards for Manual Handling and the Industry Safety Code
 - relevant regulations including the ADG Code
 - award, enterprise bargaining agreement, other industrial

RANGE STATEMENT

Applicable regulations and legislation may include:

- arrangements
- standards and certification requirements
- emergency procedures
- relevant codes and regulations pertaining to pallet manufacture
- Australian Standards AS 2858 and AS 2082
- relevant state/territory OH&S legislation
- relevant state/territory environmental protection legislation
- licence, patent or copyright arrangements
- ADG Code and regulations
- workplace relations regulations including equal opportunity, equal employment opportunity and affirmative action legislation
- workers compensation regulations

Unit Sector(s)

Not Applicable

Competency Field

Competency Field

W - Equipment and Systems Operations