



Australian Government

Department of Education, Employment and Workplace Relations

FPICOT3203B Weigh loads

Release: 1

FPICOT3203B Weigh loads

Modification History

Not Applicable

Unit Descriptor

Unit descriptor This unit describes the outcomes required to check, weigh and record vehicle loads. This unit also includes accurately directing vehicles for loading and unloading material

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 FPICOT3203A Weigh loads

Application of the Unit

Application of the unit The unit involves weighing loads 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

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 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 weighing	1.1. Applicable occupational health and safety (OHS), environmental, legislative and organisational requirements relevant to weighing loads are identified and followed 1.2. Work order is reviewed and clarified with appropriate personnel 1.3. Material acceptable for despatch or delivery is identified and checked with work order 1.4. Vehicles delivering or collecting loads are identified, and documents and loads are checked 1.5. Load height and stability are checked to make sure they follow regulatory and site requirements 1.6. Weighing operations are assessed and checked for safe working conditions, and planned in line with site procedures and environmental requirements 1.7. Communication with others is established and maintained in line with OHS requirements
2. Check, weigh and record loads	2.1. Weighing operations are conducted in line with work order, and environmental and OHS requirements 2.2. Gross and vehicle tare weights are identified or measured in line with regulatory and site procedures 2.3. Net weight is correctly calculated and recorded with other required delivery and despatch information 2.4. Confirmation of delivery and despatch records is obtained from driver 2.5. Documentation is accurately recorded and maintained in line with workplace procedures
3. Direct vehicles for loading and unloading	3.1. Loading and unloading information and instructions are identified and checked with work order 3.2. Potential and existing risks and hazards associated with directing vehicles are identified and controlled 3.3. Vehicles are clearly and accurately directed to loading and unloading areas 3.4. Despatch and delivery personnel are promptly notified of deliveries requiring loading and unloading 3.5. Vehicle movements are monitored to identify presence on site and attend as required to driver needs

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 and equipment; safely, efficiently and accurately weigh loads
- Communication skills sufficient to use appropriate communication and interpersonal techniques with colleagues and others
- Literacy skills sufficient to follow legislation, regulations, standards, codes of practice and established safe practices and procedures for producing weighing loads; locate, interpret and apply workplace information and instructions; record and report workplace information; maintain documentation
- Numeracy skills sufficient to select appropriate mathematical processes to calculate weight and measure dimensions
- Problem solving skills sufficient to identify problems; 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 weighing loads
- Environmental protection requirements, including the safe disposal of waste material, and the minimisation of carbon emissions
- Organisational and site standards, requirements, policies and procedures for weighing loads
- Environmental risks and hazards
- Site compliance requirements regarding vehicle load height, stability and weight
- Functions and operational principles of weighbridges
- Functions of truck scales
- Site layout, including loading and unloading areas
- Full range of material received or supplied
- Relevant site and external packing regulations
- Established communication channels and protocols
- Problem identification and resolution, strategies and common fault finding techniques
- Types of tools and equipment, and procedures for their safe use and maintenance
- Appropriate mathematical procedures for calculating load weight and measuring dimensions
- 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 accurately check, weigh and record vehicle loads in line with applicable regulatory, industry and site 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 weighing loads
- following organisational policies and procedures relevant to weighing loads
- applying mathematical procedures to calculate load weight and measure dimensions
- safely and efficiently implementing the correct procedures to weigh loads
- clearly and accurately recording and maintaining delivery and despatch documentation
- safely and effectively directing and monitoring vehicles for loading and unloading

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
- 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

RANGE STATEMENT

and standards

- OHS, emergency and evacuation procedures
- ethical standards
- recording and reporting requirements
- equipment use, maintenance and storage requirements
- environmental management requirements (waste minimisation and disposal, recycling and re-use guidelines)

Work order is to include:

- details of loads to be weighed, including:
 - companies
 - personnel
 - vehicles delivering or collecting material

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
- clients
- colleagues
- line managers

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

Measuring may include:

- weighbridge
- truck scales

Documentation may include:

- weighbridge dockets
- order dockets
- tally sheets
- delivery records

Unit Sector(s)

Not Applicable

Competency field

Competency field Common Technical