



Australian Government

Department of Education, Employment and Workplace Relations

FPISAW2202B Sort boards manually

Release: 1

FPISAW2202B Sort boards manually

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit describes the outcomes required to conduct manual sorting operations to process and store boards of varying sizes

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 FPISAW2202A Sort boards manually

Application of the Unit

Application of the unit

The unit involves sorting boards manually 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 sorting	1.1. Applicable Occupational Health and Safety (OHS), environmental, legislative and organisational requirements relevant to sorting boards manually are identified and followed 1.2. Work order is reviewed and checked with appropriate personnel 1.3. Type and quantity of boards to be sorted are assessed and acquired from the storage location 1.4. Equipment is selected appropriate to work requirements and checked for operational effectiveness in line with manufacturer's recommendations 1.5. Sorting process is planned in line with site procedures 1.6. Communication with others is established and maintained in line with OHS requirements
2. Sort boards	2.1. Board cross-sections, lengths and grades to be sorted are identified 2.2. Board sizes are allocated to storage bins or trays 2.3. Sorting process is conducted regularly, checking operation of conveyors and bins to ensure supply of boards to downstream processing 2.4. Board characteristics and features are visually assessed and sub-standard boards rejected and disposed of in line with site procedures and environmental requirements or marked for docking 2.5. Flow of material is maintained and boards are directed to subsequent operations in line with size and grade 2.6. Sorting is checked to ensure board sizes are consistent with visual assessment 2.7. Sorting process and equipment faults are recorded and reported to the appropriate personnel
3. Distribute material	3.1. Boards are directed and moved to planned storage or processing operations in line with site requirements 3.2. Sub-standard material is rejected and disposed of in line with site requirements 3.3. On-site movement of material is monitored to ensure intended flow is achieved 3.4. Storage locations are labelled in line with site

ELEMENT **PERFORMANCE CRITERIA**

systems

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 sort boards manually
- Communication skills and interpersonal techniques sufficient to interact appropriately with colleagues and others in the workplace
- Literacy skills sufficient to accurately locate, record and report information
- Numeracy skills sufficient to estimate, measure and calculate time required to complete a task
- Problem solving skills sufficient to review and accurately identify work requirements; identify problems and equipment faults and 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 sorting boards manually
- Environmental protection requirements, including the safe disposal of waste material, minimising carbon emissions and the cleaning of plant, tools and equipment
- Organisational and site standards, requirements, policies and procedures for sorting boards manually
- Environmental risks and hazards
- Sorting techniques and procedures
- Grading markings and quality standards
- 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 safe 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 sort boards manually 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 sorting boards manually
- following organisational policies and procedures relevant to sorting boards manually
- conducting manual sorting in readiness for allocation of boards to storage or downstream operations
- using transfer sorting equipment to distribute boards
- 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

Context of and specific resources for assessment

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,

EVIDENCE GUIDE

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.

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

RANGE STATEMENT

	• first aid equipment • fire fighting equipment • hazard and risk control • fatigue management • elimination of hazardous materials and substances • manual handling including shifting, lifting and carrying • machine isolation and guarding
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 requirements • environmental management requirements (waste minimisation and disposal, recycling)

RANGE STATEMENT

	and re-use guidelines)
Work order is to include:	• instructions for the manual sorting of timber
	and may include:
	• 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
Boards may include:	• native timber species • imported timber species • dressed timber • in-the-rough timber • stress and non-stress graded timber • preservative treated timber
Sorting	is the process of classifying timber into lots consisting of the same size and grade, dependent on length, width, thickness and quality of board
Storage locations may include:	• 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

RANGE STATEMENT

- size
- dimension
- stack number
- weight
- grade
- shelf life
- stock rotation position

Equipment is to include:

- conveyors and transfer equipment
- procedures for equipment lock-out such as 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

Grading

is the process of:

- visually evaluating material characteristics and features for classification into varying strength and appearance grades
- inspecting timber to classify quality of individual boards

Features may include:

- incorrect moisture content
- warp
- wane
- cupping
- shakes
- insect defects
- knots
- resin pockets

Visual assessment is to include:

- the inspection of timber to determine finish quality and faults

Disposing of may include:

- recycling sub-standard boards/material

RANGE STATEMENT

Records and reports may include:

- re-using sub-standard boards/material
- sorting requirements

- product type
- size
- inspection
- grading and marking outcomes
- storage locations
- quality outcomes
- hazards
- incidents
- equipment malfunctions

and may be:

- manual
- using a computer-based system or other appropriate organisational communication system

On-site movement of material may include:

the use of:

- conveyor belt systems
- track systems
- lifting equipment

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 Sawmilling and Processing