



Australian Government

Department of Education, Employment and Workplace Relations

FPIWPP3221B Trim new panels to size

Release: 1

FPIWPP3221B Trim new panels to size

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit describes the outcomes required to trim panels to size in the production process with automated trimming saws. The unit includes operator maintenance

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 FPIWPP3221A Trim new panels to size

Application of the Unit

Application of the unit

The unit involves trimming new panels to size 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 trimming	1.1. Applicable Occupational Health and Safety (OHS), environmental, legislative and organisational requirements relevant to trimming new panels to size are identified and followed 1.2. Work order is reviewed and checked with appropriate personnel 1.3. Type and quantity of panels to be trimmed is 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. Material trimming sequences are planned in line with site procedures 1.6. Communication with others is established and maintained in line with OHS requirements
2. Trim panels to size	2.1. Feed system is set to stop material automatically for trimming to occur 2.2. Monitoring of the trimming sequence is continued until the new panel production run ceases 2.3. Cuts are checked for length within a set tolerance 2.4. Material with defects, incorrect cuts and off-cuts is disposed of in line with site procedures and environmental requirements 2.5. Processing and equipment faults are recorded and reported to the appropriate personnel 2.6. Material is safely stacked in a designated location in line with work order requirements
3. Conduct operator maintenance	3.1. Equipment lock-out procedures are followed in line with OHS legislation and site procedures 3.2. Saw blades are checked for blunt or damaged condition 3.3. Saw blades are removed and replaced in line with manufacturer's recommendations 3.4. Saw area is kept clear of dust, off-cuts and debris in line with OHS requirements

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 trim new panels to size
- Communication skills sufficient to use appropriate communication and interpersonal techniques with colleagues and others
- 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 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 trimming new panels to size
- Environmental protection requirements, including the safe disposal of waste material and the cleaning of plant, tools and equipment
- Organisational and site standards, requirements, policies and procedures for trimming new panels to size
- Environmental risks and hazards
- Characteristics of timber panels and timber panel defects
- Production trimming sequences
- Saw blade condition assessment
- 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 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 trim new panels to size within 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 trimming new panels to size
- following organisational policies and procedures relevant to trimming new panels to size
- trimming new panels to size in line with the work order and within prescribed organisational tolerances
- conducting operator maintenance on trimming saws
- stacking batches of cut material in line with organisational requirements and OHS regulations

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

Method of assessment

- Assessment must satisfy the endorsed Assessment Guidelines of the FPI11 Training Package
- Assessment methods must confirm consistency and

EVIDENCE GUIDE

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.

OHS requirements: are to be in line with applicable Commonwealth, State or Territory legislation and regulations, and

RANGE STATEMENT

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 processes and standards
- OHS, emergency and evacuation procedures

RANGE STATEMENT

- 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)
- Work order** is to include:
- instructions for the trimming and despatch of timber panel products from the work site
- and may include:
- type
 - size
 - length
 - angle
 - quantity
 - grade
 - 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
- Panels** may include:
- medium density fibreboard
 - laminated veneer
 - chipboard
 - fibreboard
 - plywood
 - continuous ply
 - other manufactured board products
- Trimming** is to include:
- the process of automated trimming saws cutting across new panels
 - trimming them to size, as they progress along the production line
- Storage locations** may include:
- the use of:
- storage racks
 - storage bays
 - bins

RANGE STATEMENT

- 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
- grade
- shelf life
- stock rotation position

Equipment is to include:

- procedures for saw lock-out, ie protecting operators and co-workers from accidental injury by isolating the machine from the power source

Trimming sequence

is the timing and stopping of new panel to allow trimming to occur to set sizes

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

Feed system may include:

- conveyor belt systems
- tracks
- sliding systems

Panel production run

is the batch of board forming as it progresses through the stages to become a solid panel capable of being trimmed

Tolerances

are a set limit for cutting over or under the

RANGE STATEMENT

required length within a set margin of acceptance
usually + or - 0.5 mm or in line with order or
organisational requirements

Defects may include:

- panel warp
- wane
- cupping and veneer or plywood defects including shakes
- insect defects
- knots
- resin pockets

Disposing of may include:

- recycling material with defects, incorrect cuts and off-cuts
- reusing material with defects, incorrect cuts and off-cuts

Records and reports may include:

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

and may be:

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

Stacking may include:

- preparing for transport
- categorising in common
 - size
 - thickness
 - length and angle
- marking lots in line with work order and site requirements
- locating so as not to block access or passage

Unit Sector(s)

Unit sector No sector assigned

Co-requisite units

Co-requisite units

Competency field

Competency field Wood Panel Products