



Australian Government

Department of Education, Employment and Workplace Relations

FPPRES260A Receive materials

Release: 1

FPPRES260A Receive materials

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit describes the outcomes required to receive materials in the pulp and paper industry General legislation, regulatory, licensing and certification requirements applicable to this unit are detailed in the range statement Specific high risk (and non-high risk) load shifting licensing requirements for this unit may be applicable and are to be met separately and prior to the achievement of this unit
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Application of the Unit

Application of the unit	This unit applies to operators who receive materials in the pulp and paper industry. This work typically involves complex integrated equipment and continuous operations This unit generally applies to those who: • check, weigh and record load data, and • direct trucks for unloading to meet safety, quality and productivity requirements It does not include unloading materials, preparing and operating the woodchip production system, distributing woodchips or troubleshooting and rectifying primary resource operations
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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. Check, weigh and record load data	1.1. Materials are checked, weighed and load data is recorded within Occupational Health and Safety (OHS) regulations, environmental and safe working requirements/practices, Standard Operating Procedures (SOP), and housekeeping requirements 1.2. Trucks delivering loads are identified and accepted as per site receiving procedures 1.3. Load data and weights are recorded 1.4. Non-conforming loads are handled 1.5. Confirmation of delivery record is obtained from truck driver where required
2. Direct trucks for unloading	2.1. Trucks are directed for unloading within OHS regulations, environmental and safe working requirements/practices, SOP, and housekeeping requirements 2.2. Workforce is notified of deliveries requiring unloading 2.3. Truck traffic in the area is monitored and controlled

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the skills and knowledge required for this unit.

Required skills

- Uses required forms of communication in receiving materials
- Reads and interprets required documentation, procedures and reports
- Communicates effectively with truck driver and personnel
- Collects, interprets and enters data and uses recording systems
- Accesses, navigates and enters computer-based information
- Identifies and actions problems within level of responsibility
- Controls traffic within specified work area
- Directs trucks to appropriate locations for unloading
- Monitors and controls process control points
- Maintains situational awareness in the work area
- Uses measuring equipment as required
- Operates materials handling equipment and procedures

REQUIRED SKILLS AND KNOWLEDGE

- Operates high risk (and non-high risk) load shifting equipment as required
- Analyses and uses sensory information to alter work sequence to maintain safety, quality and productivity
- Uses electronic and other control systems to control equipment and processes as required

Required knowledge

- Procedures, regulations and legislative requirements relevant to receiving materials including OHS, environmental including relevant sustainability requirements/practices, SOP, isolation procedures, safe working requirements, risks and hazard identification and housekeeping
- Relevant forms of communication
- Basic problem-solving techniques consistent with level of responsibility
- Working knowledge of materials receiving processes, area layout and associated services including operating parameters, variation and associated adjustments within level of responsibility
- Load types, specifications and characteristics
- Application of high risk (and non-high risk) load shifting equipment as required
- Sensory information that indicates a deviation from standard operating parameters
- Sufficient knowledge of electronic and other control systems, operation and application to make appropriate adjustments that control materials receiving processes, within level of responsibility

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

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence should be relevant to the work. It should satisfy the requirements of the elements and performance criteria and include consideration of:

- the required knowledge and skills tailored to the needs of the specific workplace
- applicable OHS regulations, environmental and safe working requirements/practices, SOP and housekeeping requirements
- applicable aspects of the range statement
- practical workplace demonstration of skills in receiving materials

Context of and specific resources for assessment

A workplace assessment must be used to assess:

- the application of required knowledge on the job
- the application of skills on the job, over time and under a range of typical conditions that may be experienced in receiving materials

Access to the full range of equipment involved in receiving materials in a pulp or paper mill is required

Method of assessment

A combination of assessment methods should be used. The following examples are appropriate for this unit:

- observation of applied skills and knowledge on the job
- workplace demonstrations via a mock-up or simulation that replicate part/s of the job
- answers to written or verbal questions about specific skills and knowledge
- third-party reports from relevant and skilled personnel
- written evidence e.g. log sheet entries, checklist entries, test results

Assessment processes and techniques must be culturally appropriate and in keeping with the language and literacy capacity of the learner and the work being performed. This includes conducting an assessment in

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a manner that allows thoughts to be conveyed verbally so that the learner can both understand and be understood by the assessor (e.g. use plain English and terminology used on the job)

A holistic assessment with other units relevant to the pulp and paper industry, mill and job role is recommended

Additional information on approaches to assessment for the pulp and paper industry is provided in the Assessment Guidelines for this Training Package

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.

Productivity requirements may include:

- energy efficiency
- waste minimisation
- evaporation minimisation, including landfill and waste water reduction
- environmentally safe waste disposal
- consideration of resource utilisation, including fibre efficiency
- minimising delays
- chemical recovery maximisation
- meeting key performance indicators
- line speed
- handovers
- quality checks
- meeting output targets i.e. net tonnes per employee per annum
- machine/process time availability i.e. time the machine or process is making product
- machine/process production rate
- fully automatic electronic systems

Site receiving procedures may

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include:

- semi-automated electronic systems
- electronic systems
- manual weighing systems

Materials and supplies may include:

- hardwood or softwood logs
- lapped pulp
- baled pulp
- waste paper
- woodchips
- supplies
- parts

Equipment may include:

- weighbridge
- tape measure
- video monitoring
- electronic weighing and measuring equipment
- computer systems
- electronic screens and alarms
- process control systems
- analogue and digital instrumentation
- fully automated, semi-automated, manually operated plant and equipment appropriate to receiving materials

Electronic control systems may include:

- Digital Control System (DCS)
- touch screens
- robotics

Legislation, regulatory, licensing and certification requirements may include:

- OHS and environmental requirements (local, state and commonwealth)
- activity or task specific high risk (and non-high risk) load shifting licensing requirements

Documentation, procedures and reports may include:

- SOP
- quality procedures
- environmental sustainability requirements/practices
- plant manufacturing operating manuals
- oil or chemical spills and disposal guidelines
- plant isolation documentation
- safe work documentation e.g. plant clearance, job safety analysis, permit systems
- enterprise policy, procedures and guidelines
- emails
- shift reports
- maintenance information

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- weighbridge dockets
 - work orders
 - tally sheets
 - truck delivery dockets
 - invoices
 - non-conformance reports
 - test results and reports
 - log sheets (production/equipment)
 - equipment performance data
 - tonnage, input and conversion
 - Material Safety Data Sheets (MSDS)
- Maintenance may include:
- operator level maintenance as per site agreements
 - operator maintenance schedules
 - maintenance systems
 - maintenance suppliers
 - proactive maintenance strategies e.g. Total Productive Maintenance (TPM), Reliability Centred Maintenance (RCM)
- Actions may include:
- process adjustments
 - reporting to authorised person
 - rectifying problem within level of responsibility
- Communications may include
- interaction with:
- internal/external customers and suppliers
 - team members
 - production/service co-ordinator
 - maintenance service
 - operational management
 - statutory authorities
- Situational awareness may include
- awareness of:
- traffic
 - pedestrians
 - location of equipment
 - product
 - hazards
 - obstruction
 - unexpected movement
- Sensory information may include:
- visual
 - sound
 - feel

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Forms of communication may include:

- touch
- smell
- vibration
- temperature
- written e.g. log books, emails, incident and other reports, run sheets, data entry
- reading and interpreting documentation e.g. SOP, manuals, checklists, drawings
- verbal e.g. radio skills, telephone, face to face, handover
- non-verbal e.g. hand signals, alarms, observations
- signage e.g. safety, access

Unit Sector(s)

Not Applicable