



Australian Government

FWPCOT2228 Store materials

Release: 2

FWPCOT2228 Store materials

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 3.0.
Release 1	This version released with FWP Forest and Wood Products Training Package Version 2.0.

Application

This unit of competency describes the outcomes required to receive and store packs of timber and timber products in a timber racking system and storage bay. Work is completed in in a forest products factory setting.

The unit applies to Sawmill Worker, Production Worker, Manufacturing Assistant.

No licensing, legislative, regulatory, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.</i>
1. Prepare for storage	1.1 Review work order and where required check with appropriate personnel. 1.2 Inspect and check the type and quantity of material for grading, labelling and storage. 1.3 Select required storage locations and isolate in line with

ELEMENTS	PERFORMANCE CRITERIA
	organisational procedures 1.4 Select appropriate personal protective and lifting equipment and request assistance with lifting.
2. Receive materials	2.1 Place packs containing material to be stored on stand, frame or ground. 2.2 Release or unbind packs in a clear area to avoid personal injury and damage to material. 2.3 Check material tallies against labelled or expected content. 2.4 Report packs not meeting work order or containing contaminated material to appropriate personnel. 2.5 Regularly clear area of packing and loose material in line with organisational safety procedures.
3. Categorise and store materials	3.1 Separate material by size and category and store in designated storage locations. 3.2 Dispose of material not meeting quality requirements in line with environmental protection practices. 3.3 Label storage locations in line with organisational systems. 3.4 Complete, process and maintain records and reports in line with organisational procedures.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.

Numeracy skills to:	- tally numbers of timber packs and timber products against stock receipt documents - estimate sizes of cross-sections widths, lengths and profiles of materials and sort into common dimensions - complete basic stock records and reports involving quantities and dimensions.
Oral communication skills to:	ask open and closed probe questions and actively listen to clarify contents of work orders.
Reading skills to:	- interpret: - workplace health and safety and other organisational procedures

	• work orders • basic stock receipt documents.
Writing skills to:	• complete accurate basic labels and records and reports for incoming stock.
Planning and organising skills to:	• efficiently and logically sequence the stages of receipt and storage of timber products using work order to guide activities.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT2228 Store materials Release 2	FWPCOT2228 Store materials Release 1	Assessment conditions updated	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47>

Assessment Requirements for FWPCOT2228 Store materials

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Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow organisational policies and procedures relevant to storing materials
- prepare for, receive and inspect a pack of timber or timber products for storage
- sort a pack of timber, move and allocate its contents to storage locations in line with organisational requirements
- complete records and reports for incoming materials.

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- methods of visual estimation, grading, colour identification and tagging
- range of industry standard lengths, cross sections, appearance grades and applicable terminology
- layout of stores area in forest products factories and typical methods to categorise, label and store timber and timber products:
 - standard product classification
 - product designation
 - size
 - dimension
 - stack number
 - weight
 - grade
 - shelf life
 - stock rotation position

- purpose, features and operation of lifting equipment used for receiving and storing timber products:
 - fork lifts
 - slings
 - trolley jacks
 - gantry cranes
 - loaders
- safe manual handling techniques for moving and storing timber and timber products; those for bending, lifting and carrying heavy items and using assistive lifting equipment
- organisational policies and procedures specific to receiving and storing timber products:
 - workplace health and safety with particular emphasis on use of lifting and personal protective equipment
 - communication reporting lines
 - recording and reporting receipt of stock
- environmental protection practices for disposing of, recycling and reusing timber and other waste.

Assessment Conditions

The following resources must be made available:

- storage equipment
- lifting equipment
- personal protective equipment suitable for receiving and storing timber products
- timber and timber products for storage
- stock receipt documents with specific details of incoming materials
- template stock control records and reports
- work order with specific instructions for receiving and storing timber products
- organisational policies and procedures for receiving and storing timber products.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

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