



Australian Government

FWPCOT3203 Weigh loads

Release: 1

FWPCOT3203 Weigh loads

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT3203B Weigh loads, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to check, weigh and record vehicle loads and to direct vehicles when loading and unloading material. Work is completed in a forest products factory setting.

The unit applies to Production Worker, Treatment Plant Operator, 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 describe the essential outcomes.	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.
1. Prepare for weighing	1.1 Review work order and where required check with appropriate personnel. 1.2 Identify material for despatch or delivery. 1.3 Identify vehicles delivering or collecting loads; check documents and loads. 1.4 Check that load height and stability meet site requirements.

2. Weigh and record loads	2.1 Select appropriate personal protective equipment and check for operational effectiveness. 2.2 Complete weighing operations in line with work order and organisational safety procedures. 2.3 Identify vehicle gross and tare weights using appropriate weighing equipment. 2.4 Calculate and record nett weight. 2.5 Obtain confirmation of delivery and despatch records from driver. 2.6 Record delivery and despatch documentation and maintain in line with organisational procedures.
3. Direct vehicles for loading and unloading	3.1 Obtain loading and unloading documentation and check against work order. 3.2 Identify potential and existing hazards and control risks associated with on-site vehicle movements. 3.3 Direct vehicles clearly and accurately to loading and unloading areas. 3.4 Notify despatch and delivery personnel of loading and unloading requirements. 3.5 Monitor on-site vehicle movements and attend to driver needs as required.

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:	- interpret numerical data from work orders including schedule times, weights, dimensions and quantities of materials - complete complex calculations of: - gross, tare and nett weights - heights of empty and loaded vehicles - read weight gauges on weighbridges and truck scales - record numerical data involving times, weights and dimensions.
Oral communication skills to:	- ask open and closed probe questions and actively listen to clarify contents of work orders - provide clear, unambiguous directions to vehicle drivers.
Reading skills to:	- interpret detailed familiar and unfamiliar: - workplace health and safety and other organisational procedures

	• work orders • delivery and despatch documentation.
Writing skills to:	• complete basic accurate records of delivery and despatch details.
Planning and organising skills to:	• coordinate safe on-site movement of multiple vehicles.

Range of Conditions

Not Applicable

Unit Mapping Information

FPICOT3203B Weigh loads

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 FWPCOT3203 Weigh loads

Modification History

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1	Replaces equivalent unit FPICOT3203B Weigh loads, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

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 weighing loads
- apply mathematical procedures to calculate load weight and measure dimensions
- safely and efficiently implement the correct procedures to weigh loads
- clearly and accurately record and maintain delivery and despatch documentation
- safely and effectively direct and monitor vehicles for loading and unloading

Knowledge Evidence

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

- purpose, features and operation of weighbridges and truck scales
- site capacity and compliance requirements for vehicle load height, stability and weight
- overall site layout and layout of loading and unloading areas
- categories of products or materials received or despatched by the organisation and where these are loaded and unloaded
- typical workplace hazards present when weighing loads and during on-site vehicle movement and methods of minimising risks
- key features of these varying signal systems used for directing vehicles:
 - hand signals
 - whistles
 - loud speaker announcements

- format, content and use of delivery and despatch documentation:
 - weighbridge dockets
 - order dockets
 - tally sheets
 - load manifests
 - delivery and despatch records
- organisational procedures specific to weighing loads:
 - workplace health and safety with particular emphasis on use of personal protective equipment and identifying hazards and controlling associated risks
 - communication reporting lines
 - recording and reporting delivery and despatch details.
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Assessment Conditions

The following resources must be made available:

- weighing equipment:
 - weighbridge
 - truck scales
- personal protective equipment suitable for weighing loads
- work order with specific information about loads to be weighed and delivery and despatch schedules
- template documents:
 - weighbridge dockets
 - order dockets
 - tally sheets
 - load manifests
 - delivery and despatch records
- organisational policies and procedures for weighing loads.

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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