



Australian Government

FWPCOT4203 Plan and coordinate product assembly

Release: 2

FWPCOT4203 Plan and coordinate product assembly

Modification History

Release	Comments
Release 2	This version released with FWP Forest and Wood Products Training Package Version 4.0.
Release 1	This version replaces equivalent unit FPICOT4203B Plan and coordinate product assembly, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2.

Application

This unit of competency describes the outcomes required to manage operational logistics for the assembly of timber products. Work involves responsibilities in planning assembly schedules for operators and monitoring and evaluating processes and problems to determine and recommend improvements.

The unit applies to individuals who work as production supervisors in timber manufacturing facilities. They generally demonstrate autonomy, judgement and limited responsibility in known or changing contexts and within established parameters.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

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

Pre-requisite Unit

Nil

Unit Sector

Timber Manufactured Products

Sawmilling and Processing

Wood Panel and Board Production

Elements and Performance Criteria

Elements	Performance Criteria
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<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Plan assembly operations	1.1 Review production orders, construction plans, workplace health and safety requirements, environmental protection practices and emergency procedures to plan assembly of products 1.2 Identify and report hazards and use personal protective equipment according to workplace requirements and health and safety legislation to maintain safe work practices 1.3 Identify requirements for pre-cut timber components, hardware componentry and jigs, and check availability and monitor supply 1.4 Plan and document product assembly schedules and communicate to operators according to workplace procedures 1.5 Explain construction plans and assembly techniques to operators
2. Coordinate product assembly	2.1 Assist operators to evaluate and resolve component and assembly problems 2.2 Monitor equipment operation and assembly processes and assess effectiveness and ability to maintain a schedule 2.3 Modify assembly process and schedules to ensure optimum performance and communicate changes to operators 2.4 Check completed products and direct to a designated area for storage or despatch and transportation 2.5 Direct processes for rejecting and disposing of sub-standard assembled products according to environmental protection practices 2.6 Obtain production output details from operators and complete and maintain operating logs and assembly records according to workplace procedures 2.7 Investigate and record major processing problems and equipment faults and resolve or report to appropriate personnel
3. Evaluate assembly performance	3.1 Monitor assembly operations and output to determine process improvements 3.2 Analyse systematic problems with construction plans, componentry and equipment for the potential to improve assembly operations 3.3 Document recommended process improvements and communicate to appropriate personnel according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Numeracy	• Complete calculations to determine: • material amounts required to satisfy production orders • assembly schedules considering human and equipment resource capacity • Complete routine production records involving dimensions and quantities tallied against work orders
Navigate the world of work	• Source, collect and organise data to inform product assembly schedules and process improvement
Interact with others	• Take responsibility for coordinating a team of operators for effective assembly operations
Get the work done	• Take responsibility for planning and organising own workload • Consider how to schedule different production jobs

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT4203 Plan and coordinate product assembly Release 2	FWPCOT4203 Plan and coordinate product assembly Release 1	Updated workplace health and safety requirements, clarified the intent of unit in the application and updated foundation skills.	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47>

Assessment Requirements for FWPCOT4203 Plan and coordinate product assembly

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Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit. There must be evidence that, on at least one occasion, the individual has:

- planned and coordinated product assembly operation according to production and construction plan and workplace health and safety requirements
- determined, documented and communicated assembly schedules for the product assembly operation
- assessed production output during assembly operation for:
 - speed and efficiency of operation
 - quality finish
 - dimensional consistency
- monitored, assessed and modified schedules in response to changing circumstances
- completed operating logs and assembly records
- completed a detailed report about systematic issues arising during assembly operation regarding processes, construction plans, componentry and equipment, and recommended actions for process improvements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- health and safety hazards or risks related to assembling timber products, as identified through risk assessments, manufacturer technical information, regulations and industry health and safety guides
- workplace procedures specific to planning and coordinating product assembly:

- health and safety, including the use of personal protective equipment (PPE)
- communication reporting lines for operator team members and self
- documenting assembly schedules and reports
- recording and reporting systematic equipment faults
- environmental protection practices for forest products factory settings:
 - reducing water and energy use
 - disposing of, recycling and reusing timber
- operational capacity of equipment used to assemble products, with particular emphasis on nail plate presses
- typical flow of material supply in and out of the assembly area
- typical assembly sequences and range of techniques used to assemble timber products
- methods of determining assembly schedules to:
 - maximise equipment and labour use
 - meet customer and production orders within deadlines
- methods used to:
 - assess assembly processes for ability to meet schedules and quality of outcomes
 - diagnose and analyse systematic problems with construction plans, componentry and equipment
- format, content and use of:
 - construction plans
 - assembly schedules
 - operating logs and assembly records
 - process improvement reports.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - skills must be demonstrated in an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - tools, equipment and assembly hardware used to assemble timber products
 - PPE suitable for coordinating timber assembly production lines
 - pre-cut sections of timber
- specifications:
 - templates for recording timber product assembly issues and recommendations for improvements
 - production order for quantities and types of assembled timber products
 - construction plan with specifications for assembling timber products
 - workplace procedures for planning and coordinating product assembly, including health and safety and emergency procedures and environmental protection procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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