



Australian Government

MSMSUP204 Pack products or materials

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MSAPMSUP204A Pack products or materials

Application

This unit of competency covers the skills and knowledge required to package products and/or materials to prepare them for despatch, warehousing or storage.

It applies to operators who are required to identify packaging requirements, use technology to package the goods and complete labelling and documentation. It covers the packaging of liquids or particulate solids, drums and semi-bulk containers, and so on.

This unit of competency applies to an individual working alone or as part of a team or group and working in liaison with other shift team members and the control room operator, as appropriate.

This unit of competency includes the operation of all relevant ancillary equipment, such as pumps, valves, scales and other equipment integral to the packing operation.

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

The person undertaking this role may require licences to cover the operation of forklift trucks or other regulated load shifting devices. Licensing or certification may be required by the local Worksafe or other regulatory authority.

Pre-requisite Unit

Nil

Competency Field

Support

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes

Performance criteria describe the performance needed to demonstrate achievement of the element

1 Prepare goods/materials

1.1 Interpret packaging specifications

1.2 Interpret order packaging documentation

	for packaging	1.3	Select appropriate technology for packaging goods/materials
		1.4	Identify packaging materials and match specifications
		1.5	Identify and control hazards
2	Package finished products or materials	2.1	Identify the nature of the product or material and the particular handling requirements
		2.2	Conduct process according to production specifications and organisational procedures
		2.3	Identify potential problems and required action/solution
		2.4	Conduct equipment start-up and run operation as necessary
		2.5	Employ ancillary equipment, as necessary, and use safe working procedures
3	Stack, label and store finished products or materials	3.1	Find out delivery, storage and location requirements in accordance with procedures
		3.2	Label or mark products or materials following workplace labelling standards
		3.3	Set up work area and handling and storage equipment taking account of safety and efficiency
		3.4	Store products where required making safe and efficient use of storage space
		3.5	Complete workplace records/documentation
		3.6	Attach invoices and picking slips (where required)
4	Clear work area	4.1	Store unpacked products, products for packaging and handling equipment in appropriate areas
		4.2	Clean equipment and make ready for re-use
		4.3	Clean work area, making it safe and ready for the next user

4.4 Report and document equipment faults

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Regulatory framework

The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- legislative requirements, including work health and safety (WHS)
- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirements

Procedures

All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, and include one or more of the following

- emergency procedures
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant

**Documentation,
labels and records**

Documentation, labels and records include:

- any information and data in relation to despatch, receipt, movement and storage of goods whether it is manual, paper-based, electronic or verbal, either in person or by phone/radio, and includes one or more of the following:
 - order requests
 - invoices
 - picking slips
 - labels
 - transportation requirements
 - bills of materials
 - inventory lists
 - databases

**Tools and
equipment**

Tools and equipment include one or more of the following:

- mobile plant/fork lifts
- manual handling equipment
- hand tools
- shrink wrappers
- tape machine labellers
- loose bulk packing equipment
- computers, bar code readers
- bag filling equipment
- pallets
- wrapping machines
- personal protective equipment (PPE)
- distribution equipment, such as A-frames, stillages, containers, elevated platforms and communication equipment

Hazards

Hazards include one or more of the following:

- inappropriate movements and postures
- humidity, air temperature and radiant heat
- manual handling hazards
- smoke, darkness and heat
- heat, smoke, dust or other atmospheric hazards
- electricity
- gas
- gases and liquids under pressure

- structural hazards
- structural collapse
- equipment failures
- industrial (machinery, equipment and product)
- equipment or product mass
- noise, rotational equipment or vibration
- limited head spaces or overhangs
- working at heights, in restricted or confined spaces, or in environments subjected to heat, noise, dusts or vapours
- fire and explosion
- flammability and explosivity
- hazardous products and materials
- unauthorised personnel
- sharp edges, protrusions or obstructions
- slippery surfaces, spills or leaks
- extreme weather
- other hazards that might arise

Routine problems Routine problems must be resolved by applying known solutions.

Routine problems are predictable and include one or more of the following:

- equipment malfunctions
- product specifications
- handling specifications
- insufficient space
- unusual size, shape or mass of products or materials
- insufficient goods to complete order
- conflicting priorities
- incomplete or incorrect paperwork

Known solutions are drawn from one or more of the following:

- procedures
- training
- remembered experience

Non-routine problems must be reported according to according to relevant procedures.

Unit Mapping Information

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Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027>

Assessment Requirements for MSMSUP204 Pack products or materials

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and must include the ability to:

- identify and interpret the packaging requirements
- select and use the appropriate technology and equipment for packaging
- label and store the goods
- select and use handling equipment
- apply known solutions to routine problems
- read and interpret product specifications, job sheets, procedures, material labels and safety information
- complete documentation and records
- apply appropriate safety precautions and procedures.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- organisation procedures, including:
 - safety, emergency and hazard control
 - inventory and ordering systems
- types and application of handling equipment and any licensing requirements
- manual handling techniques and ergonomics relevant to the job
- safe storage of dangerous goods and hazardous materials relevant to the materials handled
- production work flow requirements for packaging.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence based on a holistic assessment of the evidence.
- The collection of performance evidence:
 - should occur over a range of situations which include typical disruptions to normal, smooth operations

- will typically include a supervisor/third-party report focusing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
- must include the use of appropriate tools, equipment and safety gear requiring demonstration of preparation, operation, completion and responding to problems
- may use industry-based simulation for all or part of the unit particularly where safety, lack of opportunity or significant cost is an issue.
- Assessment should occur in operational workplace situations. Where this is not possible, or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Assessment in a simulated environment should use evidence collected from one or more of:
 - walk-throughs
 - pilot plant operation
 - demonstration of skills
 - industry-based case studies/scenarios
 - ‘what ifs’.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- As a minimum, assessors must satisfy the Standards for Registered Training Organisations 2015 assessor requirements.

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