



Australian Government

PPMHWP260 Receive waste paper

Release: 1

PPMHWP260 Receive waste paper

Modification History

Release	Comment
1	Replaces equivalent unit FPPHWP260A Receive waste paper, which was first released with FPP10 Pulp and Paper Manufacturing Industry Training Package Version 1.0 This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to check and weigh loads and direct trucks for unloading waste paper, in a pulp and paper manufacturing facility.

The unit applies to production support operators who check and receive waste paper loads. This typically involves working in a facility with complex integrated equipment and continuous operations.

Licensing, legislative, regulatory or certification requirements apply to this unit but may differ according to state or territory jurisdiction. Refer to state or territory licensing body.

Pre-requisite Unit

Nil

Unit Sector

Pulp and Paper Manufacturing

Elements and Performance Criteria

ELEMENTS	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. Check, weigh and record load data	1.1. Check and accept loads of waste paper, according to order and within productivity requirements and workplace health and safety (WHS) requirements. 1.2. Estimate weight and calculate the volumes of loads.

ELEMENTS	PERFORMANCE CRITERIA
	1.3. Handle non conforming loads. 1.4. Confirm delivery record with truck driver.
2. Unload trucks	2.1. Direct trucks to appropriate unloading area according to load grade and equipment availability. 2.2. Notify yard personnel of deliveries requiring unloading. 2.3. Monitor truck movements in the yard according to safe working requirements. 2.4. Remove load from trucks according to safe work practices.
3. Finalise documentation	3.1. Check and complete documentation, according to Standard Operating Procedures (SOP). 3.2. Communicate load requirements to appropriate personnel in accordance with operational requirements.

Foundation Skills

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

Oral communication skills to:	select and use appropriate spoken communication strategies with work colleagues and other personnel on site when unloading trucks.
Reading skills to:	read and interpret documentation, procedures and reports.
Writing skills to:	- complete forms and records accurately and legibly using correct technical vocabulary - access, navigate and enter computer-based information.
Technology skills to:	use electronic and other control systems to control equipment and processes for receiving waste paper.
Problem solving skills to:	maintain situational awareness in the work area.

Range of Conditions

Not Applicable

Unit Mapping Information

FPPHWP260A Receive waste paper

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingPackages.aspx/Pages/Home.aspx>

Assessment Requirements for PPMHWP260 Receive waste paper

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1	Replaces equivalent unit FPPHWP260A Receive waste paper, which was first released with FPP10 Pulp and Paper Manufacturing Industry Training Package Version 1.0. 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, and must be able to provide evidence that they can check and weigh loads and direct trucks for unloading waste paper, at least twice in line with required enterprise intervals, by:

- using safety accessories including protective and high visibility safety clothing and electronic communication equipment when unloading
- identifying and monitoring process control points
- using and interpreting electronic control systems, during checking and loading operations
- sorting and grading waste paper to specifications
- operating and maintaining materials handling equipment, including high risk load shifting equipment as required
- reporting on load documentation
- communicating effectively, through written and verbal means, and using hand signals with others, in the work area when undertaking unloading of waste paper.

Knowledge Evidence

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

- documentation and procedures relevant to receiving loads of waste paper, including, work health and safety (WHS), high risk load shifting licensing requirements, environmental including relevant sustainability requirements, Standard Operating Procedures (SOP), safe working requirements and risks and hazard identification
- workplace forms and their purpose, used in unloading, including job safety sheet, permit systems, weighbridge dockets, work orders, tally sheets, truck delivery dockets, invoices and stock inventory records

- situational awareness when unloading trucks including awareness of personnel, hazards, moving trucks and equipment
- waste paper receiving processes, layout and associated services sufficient to receive waste paper
- loading areas and logistics controls to monitor unloading operations
- paper types, specifications, characteristics and grade specifications
- electronic and other control systems, operation and application to make appropriate adjustments that control waste paper receiving practices.

Assessment Conditions

The following resources must be made available:

- access to the full range of equipment involved in receiving waste paper in a pulp or paper manufacturing facility
- electronic control systems which includes Digital Control System (DCS), touch screens or robotics for receiving waste paper
- applicable work health and safety (WHS) and isolation work place procedures, environmental guidelines and safe working requirements, risks and hazard identification and workplace housekeeping requirements
- personal protective equipment required for receiving waste paper
- relevant personnel for the purposes of communicating information
- sample workplace documentation, procedures and reports including SOP, quality procedures, environmental sustainability requirements/practices, and safe work documentation

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

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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