



Australian Government

PPMHWP270 Unload waste paper

Release: 1

PPMHWP270 Unload waste paper

Modification History

Release	Comment
1	Replaces equivalent unit FPPHWP270A Unload waste paper, which was first released with FPP10 Pulp and Paper Manufacturing Industry Training Package Version 1. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to unload, grade, sort and store waste paper loads, in a pulp or paper manufacturing facility.

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

Licensing, legislative, regulatory, or certification requirements apply to this unit in some states and territories at the time of publication and may differ according to jurisdiction

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. Unload waste paper	1.1 Check and verify loads of waste paper, according to order and within productivity requirements and workplace health and safety (WHS) requirements. 1.2 Interpret, verify and receive load and product documentation.

ELEMENTS	PERFORMANCE CRITERIA
	1.3 Handle non conforming loads. 1.4 Identify handling characteristics for loads. 1.5 Select mechanical handling equipment and operate in accordance with load and handling characteristics and safe work practices.
2. Grade, sort and stack waste paper	2.1 Move waste paper to appropriate stacking locations consistent with type, quality and stock rotation requirements. 2.2 Construct stacks to provide stability and minimise problems. 2.3 Make provision for decks, storage bays and access for lifting equipment is made when storing.
3. Store product	3.1 Carry, raise and set down load safely, according to Standard Operating Procedures (SOP) and workplace health and safety (WHS) requirements. 3.2. Store load in compliance with stock location requirements. 3.3. Complete inventory records documentation.

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:	- use measuring equipment to estimate volume and weight - interprets instruments, gauges and data recording equipment.
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 unloading waste paper
Problem solving skills to:	maintain situational awareness in the work area.

Unit Mapping Information

FPPHWP270A Unload waste paper

Links

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

Assessment Requirements for PPMHWP270 Unload waste paper

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1	Replaces equivalent unit FPPHWP270A Unload waste paper, which was first released with FPP10 Pulp and Paper Manufacturing Industry Training Package Version 1. 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 unload, grade, sort and store waste paper loads, at least twice in line with required enterprise intervals, by:

- using safety accessories including protective and high visibility safety clothing, breakdown tools and equipment 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
- minimising handling to meet loading, processing, and stock rotation requirements
- using approved manual handling techniques
- 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 unloading waste paper, including, work health and safety (WHS), high risk load shifting licensing requirements, environmental including relevant sustainability requirements, Standard Operating Procedures (SOP), emergency evacuation procedures, 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, stock inventory records and dispatch reports
- situational awareness when unloading trucks including awareness of personnel, hazards, moving trucks and equipment
- waste paper unloading processes, layout and associated services sufficient to receive waste paper within level of responsibility
- stacking procedures and their implications for different storage areas
- load types, specifications and characteristics
- electronic and other control systems, operation and application to make appropriate adjustments that control waste paper receiving practices, within level of responsibility.

Assessment Conditions

The following resources must be made available:

- access to the full range of equipment involved in unloading waste paper in a pulp or paper manufacturing facility
- electronic control systems which including Digital Control System (DCS), touch screens or robotics for unloading 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 unloading waste paper
- relevant personnel for the purposes of communicating information
- sample workplace documentation, procedures and reports including Standard Operating Procedures (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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