



Australian Government

PPMRES201 Receive materials

Release: 1

PPMRES201 Receive materials

Modification History

Release	Comments
Release 1	This version released with PPM Pulp and Paper Manufacturing Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to receive, check, weigh and direct trucks for unloading raw materials for pulp or paper manufacturing.

The unit applies to production support operators who carry out routine tasks in receiving raw materials for a pulp and/or paper manufacturing facility.

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

Pre-requisite Unit

Nil

Unit Sector

Primary Resource Operations (RES)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare to receive materials	1.1 Identify and confirm material stock order to be received 1.2 Plan and sequence work tasks according to delivery specifications, workplace procedures and workplace health and safety requirements 1.3 Identify health and safety hazards and report safety concerns 1.4 Select required personal protective equipment and measuring and weighing equipment for the task 1.5 Notify yard personnel of deliveries requiring unloading 1.6 Prepare and maintain unloading areas according to housekeeping

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	and environmental requirements
2. Check and weigh load and record data	2.1 Check incoming material load against order and delivery documentation 2.2 Receive, inspect and weigh load according to workplace health and safety and workplace procedures 2.3 Handle non-conforming loads according to workplace procedures 2.4 Record weight of load and load conformance information 2.5 Confirm and record load details according to workplace requirements
3. Direct trucks for unloading	3.1 Direct truck to designated unloading site 3.2 Monitor and control truck traffic in the receiver area according to safe work requirements and practices 3.3 Communicate load requirements to relevant personnel

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
Reading	Interpret information from order documentation and workplace procedures
Writing	Complete forms and records accurately and legibly using industry terminology
Oral communication	- Select and use appropriate and clear communication strategies with work colleagues and other personnel on site - Make accurate reports on load discrepancies
Numeracy	- Use measuring and weighing equipment to estimate volume and weight - Interpret numerical data on instruments, gauges and data recording equipment

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
PPMRES201 Receive materials	PPMRES260 Receive materials	Changes to elements, performance criteria, foundation skills, performance evidence and knowledge evidence Assessment conditions updated	Not equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=12998f8d-d0ac-40bc-a69e-72a600d4fd93>

Assessment Requirements for PPMRES201 Receive materials

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Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has received at least two different material deliveries, including for each delivery:

- maintained a safe and clean working environment
- used appropriate signals to direct trucks to appropriate locations for unloading, while controlling traffic
- used weighing and measuring equipment to determine weight of truck and truck load and to identify non-conforming loads
- completed accurate records on load data and non-conformance information
- communicated effectively with others, verbally and using hand signals, throughout receiving process.

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:

- types and characteristics of raw materials used for pulp and paper manufacturing
- workplace procedures relevant to receiving loads of recovered paper, including workplace health and safety, high risk load shifting licensing requirements, environmental requirements and risks and hazard identification
- workplace environmental sustainability requirements and practices for receiving materials, including workplace biotechnological applications and processes and biomass-derived products
- situational awareness when unloading trucks, including awareness of personnel, hazards, moving trucks and equipment
- raw materials receiving processes, layout and associated services relevant to receiving stock
- loading areas and logistics controls to monitor unloading operations
- electronic and other control systems, operation and application to make appropriate adjustments that control receiving operations.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
 - skills must be demonstrated in a pulp and/or paper manufacturing facility or an environment that accurately reflects performance in a workplace
- resources, equipment and materials:
 - material loads
 - measuring equipment, including tape measure and weighbridge
 - weighing and measuring equipment – electronic or manual
 - electronic control systems, including digital control system, touch screens or robotics for receiving materials
 - personal protective equipment for receiving materials
 - records system for recording details of received materials
- specifications:
 - workplace and standard operating procedures relating to receiving materials, including health and safety, risks and hazards identification, quality, housekeeping and environmental requirements
- relationships:
 - relevant personnel for the purposes of communicating information.

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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