



Australian Government

PPMRES260 Receive materials

Release: 1

PPMRES260 Receive materials

Modification History

Release	Comments
1	Replaces equivalent unit FPPRES260A Receive materials 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 receive materials in a pulp or paper manufacturing facility.

The unit applies to production support operators who check, weigh and record load data and direct trucks for unloading. Receiving and weighing procedures may be fully electronic, semi-electronic or manual.

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

Pre-requisite Unit

Nil

Unit Sector

Pulp and Paper Manufacturing

Elements and Performance Criteria

Element	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. Receive materials.	1.1. Identify and review site receiving procedures for materials according to standard operating procedures (SOPs). 1.2. Identify and accept trucks delivering load as per work (WHS)

Element	Performance Criteria
	and environmental regulations.
2. Check and weigh load and record data.	2.1. Weigh load using weighing systems according to site procedures. 2.2. Handle non-conforming loads according to site procedures and safe work requirements and practices. 2.3. Record weight of load and load conformance information. 2.4. Obtain delivery record from truck driver.
3. Direct trucks for unloading.	3.1. Notify workforce of deliveries that require unloading. 3.2. Direct truck to designated unloading site. 3.3. Monitor and control truck traffic in the receiver area according to site procedures and safe work requirements and practices.

Foundation Skills

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

Learning skills to:	- identify non-conforming load weights - identify essential factors that contribute to situational awareness in the workplace.
Numeracy skills to:	- interpret legal information regarding truck weights - estimate volume and weight of truck loads.
Oral communication skills to:	- interpret hand signals with work colleagues when directing trucks - provide verbal instructions to monitor and control truck traffic.
Self-management skills to:	use and interpret non-verbal signals including hand signals and facial gestures.
Reading skills to:	- interpret documentation, including SOPs and site receipt procedures - interpret signage relating to safety and access.
Writing skills to:	- enter load data on computer-based systems - complete log books and incident reports.

Range of Conditions

Not Applicable

Unit Mapping Information

FPPRES260A Receive materials

Links

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

Assessment Requirements for PPMRES260 Receive materials

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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:

- demonstrate site receiving procedures in the workplace, at least twice in line with required enterprise intervals, using one of the following systems:
 - fully automatic electronic weighing system
 - semi-automated electronic system
 - manual weighing system
- control traffic within specified work area according to site procedures
- use appropriate signals to direct trucks to appropriate locations for unloading
- use weighing and measuring equipment to determine weight of truck and truck load and to identify non-conforming loads
- record load data and non-conformance information.

Knowledge Evidence

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

- site procedures for receiving materials
- truck receipt area layout
- verbal and non-verbal signal communications for directing trucks
- location of truck unloading areas
- different load types, including their characteristics and specifications
- legal load weights

- environmental impact on site vegetation if correct truck access areas are not adhered to
- operation of electronic, semi-electronic and manual weighing systems and their application that control materials receiving processes.

Assessment Conditions

The following resources must be made available:

- measuring equipment including tape measure and weighbridge
- weighing and measuring equipment - electronic or manual
- load of materials to demonstrate receipt practices
- personal protective equipment required for receiving materials
- relevant personnel for the purposes of communicating information
- fully automated, semi-automated or manually operated plant and equipment appropriate to receiving materials.

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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