



Australian Government

Assessment Requirements for PPMWAR202 Prepare and dispatch product

Release: 1

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Modification History

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

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 prepared and dispatched at least two different orders for paper products, including for each order:

- interpreted paper order requirements
- operated materials handling equipment safely and efficiently
- sorted, assembled, and placed order in required storage or dispatch zones
- completed accurate labels and dispatch records
- communicated effectively with others, verbally and using hand signals, when undertaking packaging.

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:

- workplace documentation and procedures relevant to packaging of paper products, including:
 - work health and safety procedures, including activity or task specific high risk load shifting licensing requirements, plant clearance, job safety analysis, permit systems
 - freight transport regulations, including load limits and restraint, driver fatigue and train of responsibility
 - standard operating and housekeeping procedures for production and packaging schedules
 - dispatch and quality procedures and quality assurance documentation
 - environmental sustainability requirements and practices
 - oil or chemical spills and disposal guidelines
 - work and customer orders
 - Safety Data Sheets (SDS)

- use of manual transfer techniques and requirements
- operating parameters, variation and associated adjustments for dispatch processes
- key features of warehouse organisation and traffic flow systems
- use of electronic and other control systems, operation and application to make appropriate adjustments that control dispatch of product, within level of responsibility.

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 paper manufacturing warehouse facility or an environment that accurately reflects performance in a workplace
- resources, equipment and materials:
 - mechanical handling equipment
 - equipment and materials for storing operations
 - electronic control systems, including digital control system, touch screens or robotics for receiving, shifting and storing paper product
 - personal protective equipment for shifting and storing paper product
 - records system for recording details of paper products inventory
- specifications:
 - workplace and standard operating procedures relating to storing paper product, 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

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