



Australian Government

PPMWAR255 Prepare and dispatch product

Release: 1

PPMWAR255 Prepare and dispatch product

Modification History

Release	Comment
1	Replaces equivalent unit FPPWAR255A Prepare and dispatch product, 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 prepare, dispatch and record product, in a pulp or paper manufacturing facility.

The unit applies to production support operators who dispatch product in the pulp and paper industry. This typically involves working in a facility with complex integrated equipment and continuous operations.

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

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. Analyse order to identify work requirements	1.1. Check plant, systems and equipment in accordance with workplace health and safety (WHS) requirements, environmental sustainability and safe working requirements and practices, Standard Operating Procedures (SOP), and housekeeping requirements. 1.2. Obtain and interpret order request and consignment note

ELEMENTS	PERFORMANCE CRITERIA
	documentation. 1.3. Identify materials and supplies and schedules for dispatch. 1.4. Identify products in the order. 1.5. Plan sequence of work using workplace and product knowledge. 1.6. Select appropriate materials handling equipment meeting timeline for the dispatch.
2. Prepare goods for dispatch	2.1. Select goods for dispatch and check against product knowledge, labels and other identification systems. 2.2. Undertake operator level quality assessments of goods for dispatch and implement appropriate actions. 2.3. Sort, assemble and place products in storage or dispatch zones, in accordance with schedules. 2.4. Place order in storage or dispatch zones, in accordance with schedules. 2.5. Check order against dispatch schedule and order form.
3. Dispatch product	3.1. Communicate load requirements to carrier's representative. 3.2. Load products for dispatch using using required materials handling equipment. 3.3. Identify and process damaged product during loading. 3.4. Confirm the load has been secured by checking with carrier.
4. Finalise documentation	4.1. Complete final check of documentation. 4.2. Attach security seals as required. 4.3. Communicate relevant information to appropriate personnel.

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:	interpret instruments, gauges and data recording equipment.
Writing skills to:	legibly record log sheet entries, checklist entries and product checks.
Oral	select and use appropriate spoken communication strategies with individuals and teams on site during dispatch operations.

communication skills to:	
Reading skills to:	• read and interpret documentation, procedures and reports.
Problem solving skills to:	• maintain situational awareness in the work area • analyse and use sensory information to adjust process to maintain and co-ordinate safety, quality and productivity.
Technology skills to:	• access, navigate and enter computer based information for the dispatch of product including maintaining inventory system, recording non conforming product and customer orders • use electronic and other control systems to dispatch product.

Range of Conditions

Not Applicable

Unit Mapping Information

FPPWAR255A Prepare and dispatch product

Links

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

Assessment Requirements for PPMWAR255 Prepare and dispatch product

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1	Replaces equivalent unit FPPWAR255A Prepare and dispatch product, 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 prepare and dispatch product, at least twice in line with required enterprise intervals, including:

- undertaking preparations to prepare and dispatch product
- following safe working practices when operating packaging and wrapping product systems
- identifying causes and effects of packaging equipment or system faults and taking corrective action
- identifying and monitoring process control points when packaging product
- using mechanical handling and loading equipment to lift, carry and set down loads
- using electronic and other control systems to control equipment to package product
- communicating effectively and work safely with others, in the work area when undertaking packaging.

Knowledge Evidence

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

- workplace documentation and procedures relevant to packaging procedures and responsibilities, in the pulp and paper industry and covering:
 - work health and safety(WHS) 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 Procedures (SOP) and housekeeping procedures for production and packaging schedules
- dispatch and quality procedures and quality assurance documentation including ISO 9002
- environmental sustainability requirements and practices
- oil or chemical spills and disposal guidelines
- work and customer orders
- Material Safety Data Sheets (MSDS)
- use of manual transfer techniques and requirements
- operating parameters, variation and associated adjustments for dispatch processes
- key features of maintenance systems including operator level maintenance as per site agreements, operator maintenance schedules, maintenance suppliers and pro-active maintenance strategies including Total Productive Maintenance (TPM) and Reliability Centred Maintenance (RCM)
- key features of warehouse organization and traffic flow systems
- use of electronic and other control systems, operation and application to make appropriate adjustments, which control dispatch of product, within level of responsibility.

Assessment Conditions

The following resources must be made available:

- access to the full range of equipment and documentation involved in product dispatch operations, in a pulp or paper manufacturing facility
- product for dispatch which includes unitised pallets, customer rolls and reels, cartons, polybundles.
- fully automated, semi-automated, manually operated plant and equipment appropriate to dispatch product
- maintenance tools and equipment and consumables for product dispatch equipment
- relevant personnel for the purposes of communicating information
- personal protective equipment suitable for preparing and dispatching product
- template documents for recording system and product faults, diagnostic and corrective action processes
- organisational workplace health and safety and standard operating procedures for dispatching product.

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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