



Australian Government

PPMWAR255 Prepare and dispatch product

Release: 1

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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.

ELEMENTS	PERFORMANCE CRITERIA
	1.2. Obtain and interpret order request and consignment note 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 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 communication skills to:	• select and use appropriate spoken communication strategies with individuals and teams on site during dispatch operations.
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.education.gov.au/Pages/TrainingPackages.aspx/Pages/Home.aspx>