

<b>Title</b>	<b>Prepare for bagging, operate, and shut down compost bagging plant at a composting facility</b>		
<b>Level</b>	<b>3</b>	<b>Credits</b>	<b>15</b>

<b>Purpose</b>	People credited with this unit standard are able to: prepare compost for bagging operations; prepare bagging plant for use; start and operate bagging plant; shut down bagging plant; maintain bagging plant operational records; and conduct quality and quantity inspection, and transport bagged product for dispatch, at a composting facility.
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<b>Classification</b>	Resource Recovery > Composting
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 All work practices must comply with the: Health and Safety at Work (HSW) Act 2015; Resource Management Act 1991; Hazardous Substances and New Organisms Act 1996; NZS 4454:2005 Composts, soil conditioners and mulches; The New Zealand Waste Strategy: Reducing Harm, Improving Efficiency 2010 Ministry for the Environment, available at <http://www.mfe.govt.nz>; And HSNO Codes of Practice for Hazardous Substances available at <https://worksafe.govt.nz/>.
- 2 Personal protective equipment (PPE) must be used throughout operations in accordance with company procedures. PPE includes but is not limited to – gloves, eye protection, appropriate footwear, overalls, hearing protection, respirator or facemask, high visibility clothing, fire extinguisher, first aid kit, eye wash kit, face shield/mask; hard hat.
- 3 Definitions  
*Company procedures* mean the documented methods for performing work activities and include health and safety, environmental, and quality management requirements. They may refer to manuals, codes of practice, or policy statements.  
*Organic* in this industry refers to materials that are putrescible or are of animal or vegetable origin.

### Outcomes and performance criteria

#### Outcome 1

Prepare compost for bagging operations at a composting facility.

**Performance criteria**

- 1.1 Product bagging requirements are identified in accordance with company procedures.
- Range requirements may include but are not limited to – product type and availability, product specification, bag specification, quantity required, batch number, work schedule, packaging instructions, authorisation.
- 1.2 Product suitability is determined in accordance with bagging requirements.
- Range quality, moisture content.
- 1.3 Equipment, materials, and personnel requirements for bagging operation are identified and organised in accordance with company procedures.

**Outcome 2**

Prepare bagging plant for use at a composting facility.

**Performance criteria**

- 2.1 Machine components and related attachments are fitted and adjusted to meet safety requirements in accordance with manufacturer's instructions.
- 2.2 Safety devices and alarm systems are checked for correct operation in accordance with manufacturer's instructions and company procedures.
- Range safety devices and controls may include but are not limited to – emergency stop devices, alarms, barriers, guards, earth leakage devices, isolation, lockout or tagout procedures, warning lights, reverse alarms.
- 2.3 Pre-start checks are carried out in accordance with company procedures.
- Range walk around inspections.
- 2.4 Operational systems are checked, cleaned, and calibrated in accordance with manufacturer's instructions.
- 2.5 Batch number and operating parameters are entered to meet production requirements.
- 2.6 Plant or machinery identified as faulty is isolated, safety tagged, and reported promptly in accordance with company procedures.
- 2.7 Hazards related to bagging operations are identified, risk assessed, and managed in accordance with company procedures.

- 2.8 Negative environmental impacts associated with machinery operation are identified, assessed, and reported in accordance with company procedures.

Range noise, organic dusts, emissions, hazardous substances.

- 2.9 Product for bagging is obtained and positioned in accordance with production requirements.

### **Outcome 3**

Start and operate bagging plant at a composting facility.

#### **Performance criteria**

- 3.1 Operational area is checked and personnel in operational area are informed of initiation of plant operation in accordance with company procedures.
- 3.2 Risks to self, others, and the environment are recognised and minimised in accordance with company procedures and HSW Act.
- 3.3 Product for bagging is loaded into the bagging plant hopper in the required quantities and sequence in accordance with recipe specifications.
- 3.4 Bagging plant is started up using correct sequence in accordance with manufacturer's instructions and company procedures.
- 3.5 Bagging plant is operated in a safe and controlled manner, and monitored for performance and efficiency in accordance with manufacturer's instructions.
- 3.6 Input materials are monitored, and non-conformities clearly identified and managed in accordance with company procedures and manufacturer's instructions.
- 3.7 Monitoring and subsequent plant operation adjustments made during processing achieve outputs in accordance with job specifications.
- 3.8 Out-of-specification product and process outcomes are identified, rectified, and/or reported in accordance with company procedures.
- 3.9 Bagged product is stacked, labelled, and wrapped in accordance with company procedures and customer requirements.

### **Outcome 4**

Shut down bagging plant at a composting facility.

#### **Performance criteria**

- 4.1 Bagging plant shut down procedures are carried out in accordance with manufacturer's instructions and company procedures.

- 4.2 Bagging plant routine maintenance is carried out in accordance with manufacturer's instructions and company procedures.
- 4.3 Bagging plant is cleaned, secured, and stored in accordance with manufacturer's instructions and company procedures.

### Outcome 5

Maintain bagging plant operational records at a composting facility.

#### Performance criteria

- 5.1 Bagging plant operational records are maintained accurately and promptly in accordance with company procedures.
- Range operational records may include but are not limited to – material type, quantity of material processed, equipment non-conformance, downtime, odometer.
- 5.2 Maintenance required is recorded and/or reported to supervisor in accordance with company procedures.
- Range damage, malfunctions, unsafe machinery.

### Outcome 6

Conduct quality and quantity inspection, and transport bagged product for despatch at a composting facility.

#### Performance criteria

- 6.1 Bagged product is inspected and checked to confirm compliance with job sheet and company procedures.
- 6.2 Bagged product is inspected and checked to ensure quality is in accordance with company procedures and NZS 4454.
- 6.3 Bagged product is transported and positioned in holding area with labels clearly visible in accordance with company procedures.
- 6.4 Product quantity is confirmed and product details are documented accurately and promptly in accordance with company procedures.
- 6.5 Supervisor and/or product dispatcher is informed of product readiness for dispatch in accordance with company procedures.

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<b>Planned review date</b>	31 December 2023
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**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	23 April 2007	N/A
Rollover and Revision	2	28 March 2019	N/A

**Consent and Moderation Requirements (CMR) reference**

0014

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

**Comments on this unit standard**

Please contact MITO New Zealand Incorporated [info@mito.org.nz](mailto:info@mito.org.nz) if you wish to suggest changes to the content of this unit standard.