

**40324****Sort products to meet fibreboard product quality standards**

<b>Kaupae   Level</b>	2
<b>Whiwhinga   Credit</b>	4
<b>Whāinga   Purpose</b>	<p>This skill standard is intended for people who are new to the fibreboard packaging industry or are new to assistant operator roles. They will be able to safely sort products for the fibreboard packaging process being undertaken to ensure that product quality standards are met in a fibreboard packaging workplace.</p> <p>This skill standard aligns with the New Zealand Certificate in Fibreboard Packaging (Level 2) [Ref: 1818].</p>
<b>Whakaakoranga me mātua oti   Pre-requisites</b>	Unit standard 340, <i>Demonstrate knowledge of safe working practices in the print industry</i> , or demonstrate equivalent knowledge and skills.

**Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria**

<b>Hua o te ako   Learning outcomes</b>	<b>Paearu aromatawai   Assessment criteria</b>
1. Sort products to meet fibreboard product quality standards.	a. Identify and report hazards and follow risk control measures.
	b. Confirm established product quality standards in a fibreboard packaging workplace.
	c. Check job documentation to determine sorting and job requirements.
	d. Sort fibreboard products in accordance with the production process being undertaken and to meet established product quality standards.
	e. Forward fibreboard products that meet established quality standards to the next process or pack products.
	f. Complete job documentation including quality records.
	g. Follow waste control procedures and report level of waste from rejected fibreboard products.

**Pārongo aromatawai me te taumata paearu** | Assessment information and grade criteria

## Assessment specifications:

A minimum of two examples of hazards or potential hazards in the workplace must be identified for assessment criteria 1a.

Evidence presented for assessment against this skill standard must be consistent with safe working practices and be in accordance with applicable service information, workplace procedures and legislative requirements.

## Definitions

*Job documentation* refers to the documentation that is used in the workplace that contains the instructions and requirements for a particular production job. This may include but is not limited to workplace orders, production orders, workplace specifications, samples, lay cards.

*Job requirements* refer to specific requirements for the job at hand. These requirements may or may not be covered in the job documentation and may include special instructions, quality requirements expected by the customer, and/or production standards as set down by the workplace.

*Product quality standards* refer to an established set of criteria to ensure specified requirements are met, consistent product quality is maintained, and the product is fit for the intended purpose.

*Workplace procedures* refer to organisation policies and procedures that are documented in memo, electronic, or manual format and available in the workplace. They may include but are not limited to – standard operating procedures, site specific procedures, site safety procedures, equipment operating procedures, quality assurance procedures, product quality specifications, manufacturer's requirements, references, approved codes of practice, housekeeping standards, environmental considerations, on-site briefings, supervisor's instructions, and procedures to comply with legislative and local body requirements relevant to the fibreboard packaging sector.

**Ngā momo whiwhinga** | Grades available

Achieved.

**Ihirangi waitohu** | Indicative content

- Risk awareness.
- Workplace safety procedures for sorting products.
- Product quality standards.
- Workplace waste control procedures.

**Rauemi** | Resources

Legislation relevant to this skill standard includes but is not limited to:

- Health and Safety at Work Act 2015.

Any new, amended or replacement Acts, regulations, standards, codes of practice, guidelines, or authority requirements or conditions affecting this skill standard will take precedence for assessment purposes, pending review of this skill standard. Legislation can be accessed at:

<https://www.legislation.govt.nz>.

**Pārongo Whakaū Kounga | Quality assurance information**

<b>Ngā rōpū whakatau-paerewa  </b> Standard Setting Body	Hanga-Aro-Rau Manufacturing, Engineering and Logistics Workforce Development Council
<b>Whakaritenga Rārangi Paetae Aromatawai  </b> DASS classification	Manufacturing > Fibreboard Packaging > Fibreboard Packaging Production
<b>Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga  </b> CMR	0013

<b>Hātepe  </b> Process	<b>Putanga  </b> Version	<b>Rā whakaputa  </b> Review Date	<b>Rā whakamutunga mō te aromatawai  </b> Last date for assessment
<b>Rēhitatanga  </b> Registration	1	28 November 2024	N/A
<b>Kōrero whakakapinga  </b> Replacement information	This skill standard replaced unit standard 27632.		
<b>Rā arotake  </b> Planned review date	31 December 2029		

Please contact Hanga-Aro-Rau Manufacturing, Engineering and Logistics Workforce Development at [qualifications@hangaarorau.nz](mailto:qualifications@hangaarorau.nz) to suggest changes to the content of this skill standard.