

<b>Title</b>	<b>Maintain paper product records</b>		
<b>Level</b>	<b>3</b>	<b>Credits</b>	<b>5</b>

<b>Purpose</b>	People credited with this unit standard are able to: enter, monitor, and update product details in paper product record systems; and interpret and take action on data in paper product record systems.
----------------	---

<b>Classification</b>	Wood Fibre Manufacturing > Paper Making
-----------------------	---

<b>Available grade</b>	Achieved
------------------------	----------

---

### Explanatory notes

- 1 Definition  
*Worksite documentation* refers to instructions to staff on policy and procedures (including the application of legislation to worksite situations) which are formally documented, and are available for reference at the worksite. Examples are standard operating procedures, specifications, manuals, and manufacturer's information.
- 2 The following apply to the performance of all outcomes of this unit standard:
  - a All work practices must meet recognised codes of practice and documented worksite health and safety and environmental procedures (where these exceed code) for personal, product, and worksite health and safety, and must meet the obligations required under current legislation, including the Health and Safety in Employment Act 1992, and subsequent and delegated legislation.
  - b All work practices must meet documented worksite operating procedures. This includes the recording (by electronic or non-electronic means) of activities, events, and decisions.
  - c All communications made in relation to this unit standard must be made in accordance with worksite procedures for content, recipient, timing, and method.

---

### Outcomes and evidence requirements

#### Outcome 1

Enter, monitor, and update product details in paper product record systems.

#### Evidence requirements

- 1.1 Access is gained to paper product record systems in accordance with worksite documentation.
- 1.2 Data to be entered into systems is identified and accurately added to the systems in accordance with the worksite documentation.

- 1.3 Product details in record systems are updated to match the current product status in accordance with the worksite documentation.
- 1.4 The status of paper product is monitored and updates are entered into the record system in a timely manner in accordance with worksite documentation.
- 1.5 Consequences of non-conformance with worksite operating procedures for data entry are described in terms of inaccuracy in production records, quality information, order records, shipment records, and non-compliance to customer specifications.
- 1.6 Procedures to be adopted when the computer system is not available are explained in accordance with worksite documentation.

## Outcome 2

Interpret and take action on data in paper product record systems.

### Evidence requirements

2.1 Output data from record systems is identified and its purpose is described in accordance with worksite documentation.

2.2 Data held in record systems is monitored and interpreted in accordance with worksite documentation so that downgraded and rejected product can be segregated in accordance with worksite documentation.

Range data may include but is not limited to – paper test results, parent reel numbers, customer roll numbers, roll trims, customer identifications, paper grades.

2.3 Paper product is matched with the correct data in record systems and action is taken to ensure paper products are routed to the correct destination.

Range actions may include but are not limited to – labelling, movement of product to transportation, additional marking or wrapping of product, dispatch of product to storage or customer, segregation of downgrade and reject material from customer order numbers, reallocation of product to other orders.

---

<b>Planned review date</b>	31 December 2019
----------------------------	------------------

**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	23 January 1998	N/A
Revision	2	20 August 2002	N/A
Review	3	18 December 2006	N/A
Review	4	24 October 2014	N/A

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

0173

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

**Please note**

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

**Comments on this unit standard**

Please contact Competenz [qualifications@competenz.org.nz](mailto:qualifications@competenz.org.nz) if you wish to suggest changes to the content of this unit standard.