

<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.
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<b>Classification</b>	Wood Fibre Manufacturing > Paper Making
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<b>Available grade</b>	Achieved
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## Guidance Information

### 1 Legislation and references

Legislation, regulations and/or industry standards relevant to this unit standard include but are not limited to the:

- Hazardous Substances and New Organisms Act 1996;
- Health and Safety at Work Act 2015;
- Resource Management Act 1991;
- Health and Safety at Work (Major Hazard Facilities) Regulations 2016.

### 2 Definition

*Worksite documentation* refers to organisation policies and procedures that are documented in memo, electronic, or manual format and available in the workplace, and are consistent with manufacturer's requirements. 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, references, approved codes of practice, housekeeping standards, environmental considerations, sustainability, on-site briefings, supervisor's instructions, and procedures to comply with legislative and local body requirements relevant to the paper making industry.

### 3 Assessment information

Evidence presented for assessment against this unit standard must be consistent with safe working practices and be in accordance with applicable service information, worksite documentation and legislative requirements. This includes the knowledge and use of suitable tools and equipment.

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## Outcomes and performance criteria

### Outcome 1

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

**Performance criteria**

- 1.1 Access is gained to paper product record systems.
- 1.2 Data to be entered into systems is identified and accurately added to the systems.
- 1.3 Product details in record systems are updated to match the current product status.
- 1.4 The status of paper product is monitored, and updates are entered into the record system in a timely manner.
- 1.5 Consequences of non-compliance 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.

**Outcome 2**

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

**Performance criteria**

- 2.1 Output data from record systems is identified and its purpose is described.
- 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.
  - 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.

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<b>Planned review date</b>	31 December 2028
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**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	23 January 1998	31 December 2024
Revision	2	20 August 2002	31 December 2024
Review	3	18 December 2006	31 December 2024
Review	4	24 October 2014	31 December 2025
Review	5	30 November 2023	N/A

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

0173

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

**Comments on this unit standard**

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