

Title	Changeover a reel to folded sheet converting machine producing tissue products		
Level	3	Credits	5

Purpose	People credited with this unit standard are able to: demonstrate knowledge of the changeover of a reel to folded sheet converting machine producing tissue products; and changeover a reel to folded sheet converting machine.
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Classification	Wood Fibre Manufacturing > Tissue Converting
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Available grade	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:

- Health and Safety at Work Act 2015
- Resource Management Act 1991.

Any new, amended or replacement Acts, regulations, standards, codes of practice, guidelines, or authority requirements or conditions affecting this unit standard will take precedence for assessment purposes, pending review of this unit standard.

2 Definitions

Changeover refers to the replacement of parts, and adjustment of: the position of components; system pressures; tensions; and function timing.

Tissue products refer to bathroom tissue, towel, napkins, and facial tissue.

Worksite policies and procedures refer to documented policies and to documented or other directions provided to staff. These include but are not limited to – ways of managing health and safety, environmental considerations, quality, and production, and must conform to legislation. Examples include – standard operating procedures, company health and safety plans, on-site briefings, and supervisor's instructions.

3 Range

The machines covered in this unit standard may include but are not limited to – interfolders, multi-folders, napkin machines, C-fold folders. Evidence of one is required.

4 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 policies and procedures and legislative requirements. This includes the knowledge and use of worksite specific equipment, procedures, and practices.

This unit standard may be assessed in the workplace using naturally occurring evidence or in a simulated environment that demands performance equivalent to that required in the workplace. All activities and evidence must be in accordance with worksite policies and procedures.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of the changeover of a reel to folded sheet converting machine producing tissue products.

Performance criteria

- 1.1 The operational capabilities of a reel to folded sheet converting machine are described.
- 1.2 The purpose of the operating components of a reel to folded sheet converting machine is explained.
- Range the operating components may include but are not limited to – unwind stands, nip rollers, printers, embossers, drawrollers, dancer rollers, cut off blades, bedrollers, count mechanism, tuckers and grippers, gearing, cams, switches, drive chains and belts, electronic sensors, mount hope rollers, delivery table.
- 1.3 The operation of changeover equipment and tooling is described.
- 1.4 Hazards associated with the changeover of a reel to folded sheet converting machine and the role of relevant protective equipment and safety features are explained.
- Range hazards may include but are not limited to – in running nips, moving parts, automated processes, sharp edges, hot materials and machine parts, chemicals, noise, compressed air. evidence of a minimum of five is required. safety features may include but are not limited to – energy isolation procedures, lockouts, emergency stops, guards.
- 1.5 The consequences of non-conformance with worksite policies and procedures are explained.

Outcome 2

Changeover a reel to folded sheet converting machine.

Performance criteria

- 2.1 Safe work practices associated with changing over a reel to folded sheet converting machine are demonstrated.
 - Range practices may include but are not limited to – energy isolation procedures, lock outs, emergency stops, machine guarding, wearing of appropriate safety equipment.
- 2.2 The reel to folded sheet converting machine is changed over.
 - Range the changeover may include but is not limited to – nip rollers, embossers, drawrollers, bedrollers, cut off blades, count mechanism, tuckers and grippers, gearing, cams, switches, electronic sensors, delivery table.
- 2.3 Productivity and quality is maintained by monitoring performance and adjustment of control parameters.
- 2.4 The reel to folded sheet converting machine is lubricated.
- 2.5 Wear or damage of plant components is identified through inspection and corrective action is taken.
- 2.6 Tools and removed components are stored.
- 2.7 The reel to folded sheet converting machine and work area are cleaned and prepared for next use.
- 2.8 Waste is minimised and recycled.

Planned review date	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	29 June 1999	31 December 2012
Revision	2	20 August 2002	31 December 2012
Review	3	23 November 2003	31 December 2012
Rollover and Revision	4	26 January 2007	31 December 2012
Review	5	21 July 2011	31 December 2025
Review	6	29 June 2023	N/A

Consent and Moderation Requirements (CMR) reference	0013
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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 if you wish to suggest changes to the content of this unit standard.