

Title	Select and load raw materials for machinery producing tissue products		
Level	2	Credits	5

Purpose	People credited with this unit standard are able to: demonstrate knowledge of the fundamentals of raw materials handling; and select and install raw materials for machinery producing tissue products.
----------------	---

Classification	Wood Fibre Manufacturing > Tissue Converting
-----------------------	--

Available grade	Achieved
------------------------	----------

Guidance Information

- 1 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

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 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.

This unit standard does not include operating or changing over the machinery once the raw materials are installed.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of the fundamentals of raw materials handling.

Performance criteria

1.1 The operating procedures for equipment used when loading are described.

Range equipment may include but is not limited to – core conveyors, hoppers, forklifts, cranes, trolleys.

1.2 Raw material handling and loading techniques are described.

1.3 Hazards associated with handling and loading raw materials and the role of relevant protective equipment, safe lifting and loading techniques, 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.

1.4 The consequences of non-conformance with worksite policies and procedures are explained.

Outcome 2

Select and install raw materials for machinery producing tissue products.

Performance criteria

2.1 Safe work practices associated with handling and loading raw materials for machinery producing tissue products 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 Raw materials are identified against the job specifications, and material that has been delivered is confirmed as being correct and correctly recorded.

Range may include but is not limited to – reels, film, glue, perfume, inks.

2.3 Raw materials are handled and loaded safely and appropriately, and any damage that has occurred in delivery of materials is identified and rectified.

Range may include but is not limited to that relating to – start stop procedures, time taken to load and thread up, readiness to load reels, slabbing of damaged materials, down time waiting for raw materials, splicing speed, positioning of parts, following machine diagrams for threading, waste material levels.

2.4 Waste material is placed in designated bins.

2.5 Raw material quality checks are carried out, documented and reported.

Range no in-specification raw material is rejected, all non-conforming raw material is rejected.

2.6 Wear or damage of plant components is identified through inspection and corrective action is taken.

2.7 Maintenance associated with selecting and loading raw materials is completed.

2.8 Machinery and work area are cleaned.

Planned review date	31 December 2028
----------------------------	------------------

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
Review	4	27 October 2006	31 December 2012
Review	5	21 July 2011	31 December 2026
Review	6	29 June 2023	N/A
Revision	7	28 August 2025	N/A

Consent and Moderation Requirements (CMR) reference	0013
--	------

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.