

<b>Title</b>	<b>Operate a reel to folded sheet converting machine producing tissue products</b>		
<b>Level</b>	<b>2</b>	<b>Credits</b>	<b>6</b>

<b>Purpose</b>	<p>People credited with this unit standard are able to: explain the fundamentals of the operation of a reel to folded sheet converting machine producing tissue products; operate a reel to folded sheet converting machine; and monitor and control the performance of a reel to folded sheet converting machine.</p> <p>This unit standard does not include loading and thread up of raw materials or the changeover of a reel to folded sheet converting machine.</p>
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<b>Classification</b>	Wood Fibre Manufacturing > Tissue Converting
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 Range  
Machines covered in this unit standard may include but are not limited to - interfolders, multi folders, napkin machines.  
evidence of one is required.
- 2 This unit standard is intended for work-based assessment. While all performance criteria must be met, some range statements within this unit standard are indicative and dependent on enterprise and worksite specific equipment, procedures, and practices.
- 3 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, the Resource Management Act 1991, and their subsequent amendments.
  - b. All work practices must meet documented worksite quality management 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.

#### 4 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.

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### Outcomes and performance criteria

#### Outcome 1

Explain the fundamentals of the operation 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 in accordance with worksite policies and procedures.
- 1.2 Operating components and process controls of a reel to folded sheet converting machine are identified and their purpose is explained in accordance with worksite policies and procedures.
- Range operating components may include but are not limited to – unwind stands, nip rollers, printers, embossers, drawrollers, dancer rollers, perf blades, bedrollers, ply bonder units, band knives, slitting blades, count mechanism, forming plates, tuckers and grippers, gearing, cams, clearances, switches, drive chains and belts, anvils, electronic sensors, mount hope rollers, delivery table.
- 1.3 Hazards associated with a reel to folded sheet converting machine are identified and the role of protective equipment and safety features is explained in accordance with worksite policies and procedures.
- Range safety features may include but are not limited to – energy isolation procedures, lockouts, emergency stops, guards.  
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.
- 1.4 The consequences of non-conformance with worksite operating procedures are described in accordance with worksite policies and procedures.

#### Outcome 2

Operate a reel to folded sheet converting machine.

**Performance criteria**

- 2.1 Safe work practices are demonstrated in accordance with worksite policies and procedures and legal requirements.
- 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 Reel to folded sheet converting machine is started up, operated, stopped and shut down in accordance with worksite policies and procedures.
- 2.3 Setting and/or adjustment of machine enables production requirements to be achieved in accordance with worksite policies and procedures.
- Range production requirements include product quality and production rate.
- 2.4 Non-conforming reels are rejected and reported in accordance with worksite policies and procedures.
- 2.5 Equipment faults and malfunctions are identified and reported in accordance with worksite policies and procedures.
- Range equipment faults may be mechanical, electrical, hydraulic, or pneumatic.
- 2.6 Lubrication and oil levels are maintained in accordance with worksite policies and procedures.
- 2.7 The reel to folded sheet converting machine and work area are cleaned in accordance with worksite policies and procedures.

**Outcome 3**

Monitor and control the performance of a reel to folded sheet converting machine.

**Performance criteria**

- 3.1 Monitoring of performance, and adjustment of control parameters, enables productivity and quality to be maintained in accordance with worksite policies and procedures.
- 3.2 Product quality checks are carried out and corrective action taken in accordance with worksite policies and procedures.
- 3.3 Waste is minimised and disposed of in accordance with worksite policies and procedures.
- 3.4 Rejection of out of specification product is carried out in accordance with worksite policies and procedures.

**This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.**

#### 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
Review	2	23 November 2003	31 December 2012
Rollover and Revision	3	26 January 2007	31 December 2012
Review	4	21 July 2011	31 December 2024
Review	5	29 June 2023	31 December 2024

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

0173

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