

<b>Title</b>	<b>Operate and changeover a reel to spiral wind converting machine producing cores</b>		
<b>Level</b>	<b>2</b>	<b>Credits</b>	<b>6</b>

<b>Purpose</b>	People credited with this unit standard are able to: demonstrate knowledge of the operation of a reel to spiral wind converting machine; load and operate a reel to spiral wind converting machine producing cores; monitor and control the automated performance of a reel to spiral wind converting machine producing cores; and changeover a reel to spiral wind converting machine.
----------------	---

<b>Classification</b>	Wood Fibre Manufacturing > Tissue Converting
-----------------------	--

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

---

### 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 Definition

*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.

---

## Outcomes and performance criteria

### Outcome 1

Demonstrate knowledge of the operation of a reel to spiral wind converting machine.

#### Performance criteria

- 1.1 The operational capabilities of a reel to spiral wind converting machine are described.
- 1.2 The purpose of operating components of a reel to spiral wind converting machine is explained.
- Range operating components may include but are not limited to – unwind stands, guides, glue applicator, formation head, mandrels, cutting unit, exit table, formation belt, date coders, printer, stroke arm, lubrication unit, sensors, adjustment controls.
- 1.3 Raw material handling, loading and threading up techniques are explained.
- 1.4 Hazards associated with a reel to spiral wind converting machine and the role of relevant protective equipment and safety features is explained.
- Range hazards may include but are not limited to – in running nips, moving parts, automated processes, sharp edges, hot 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

Load and operate a reel to spiral wind converting machine producing cores.

#### Performance criteria

- 2.1 Safe work practices associated with operating a reel to spiral wind converting machine producing cores 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 spiral wind converting machine is loaded, started up, operated, stopped and shut down.

- 2.3 Production requirements are achieved by means of setting and/or adjustment of the system.  
 Range production requirements include – product quality, product coding, production rate.
- 2.4 Equipment faults, malfunctions, and worn-out or damaged parts are identified and reported.
- 2.5 Preventative routine maintenance for a reel to spiral wind converting machine is carried out.
- 2.6 The reel to spiral wind converting machine and work area are cleaned.

**Outcome 3**

Monitor and control the automated performance of a reel to spiral wind converting machine producing cores.

**Performance criteria**

- 3.1 Productivity and quality is maintained by means of monitoring performance and adjustment of control parameters.
- 3.2 Waste is minimised and recycled.
- 3.3 Rejection of any out of specification product is carried out.

**Outcome 4**

Changeover a reel to spiral wind converting machine.

**Performance criteria**

- 4.1 The reel to spiral wind converting machine is changed over.  
 Range the changeover may include but is not limited to – unwind stands, guides, glue applicator, formation head, mandrels, transfer unit, slitting unit, formation belt, date coders, printer, stroke arm, lubrication unit, sensors, adjustment controls.
- 4.2 The machine is adjusted to enable the product specifications to be met.

---

<b>Planned review date</b>	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
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 2025
Review	5	29 June 2023	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](mailto:qualifications@hangaarorau.nz) if you wish to suggest changes to the content of this unit standard.