

Title	Assemble raw materials for production of overlay bonding products from a production schedule		
Level	4	Credits	15

Purpose	People credited with this unit standard are able to: read and interpret production schedules for overlay bonding; select, handle and prepare raw materials to meet the production schedule requirements; load infeed conveyors; and complete work operations from the production schedule.
----------------	--

Classification	Solid Wood Manufacturing > Overlay Bonding
-----------------------	--

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

Guidance Information

- 1 Legislation
Health and Safety at Work Act 2015.
Resource Management Act 1991.
- 2 Definitions
Accepted industry practice refers to approved codes of practice and standardised procedures accepted by the wider wood manufacturing industry as examples of best practice.
Workplace procedures refer to documented policies and procedures set by the organisation carrying out the work, and to documented or other directions provided to staff, and applicable to the tasks being carried out. 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, on-site briefings, supervisor's instructions, and procedures to comply with legislative and local body requirements relevant to the wood manufacturing sector.
- 3 Assessment information
All activities and evidence must meet the workplace procedures and accepted industry practice.
- 4 Recommended unit standards for entry: Unit 10851, *Operate a powered industrial lift truck (forklift)*; and Unit 18496, *Demonstrate knowledge and skills for driving a forklift on a road for endorsement F (forklifts)*.

Outcomes and performance criteria

Outcome 1

Read and interpret production schedules for overlay bonding.

Performance criteria

- 1.1 Sequence and timing of production is confirmed consistent with the production schedule.
- 1.2 Substrates and raw overlay paper required are identified, and codes are deciphered, consistent with the production schedule.
- Range information may include but is not limited to – number of substrates required, substrate thickness, pattern and colour of raw paper.
- 1.3 Production schedule is marked off and completed.

Outcome 2

Select, handle, and prepare raw materials to meet the production schedule requirements.

Performance criteria

- 2.1 Substrates are identified and inspected for defects and damage.
- Range defects include but are not limited to – bowing, cupping, square.
- 2.2 Substrates are unpacked, marked, and prepared for the infeed process.
- 2.3 Substrates are selected, transported, and stacked in accordance with the production schedule requirements and agreed production sequence.
- 2.4 Raw paper is identified and inspected for defects and damage.
- Range defects may include but are not limited to – surface defects, rips, ageing, blocked, physical damage.
- 2.5 Raw paper is unpacked and prepared for infeed process.
- 2.6 Raw paper is selected, transported, and placed in accordance with the production schedule requirements and agreed production sequence.
- 2.7 Raw materials are transported without damage.
- Range handling of raw paper includes but is not limited to – rolling, stacking, use of personal protective equipment; handling of substrates includes but is not limited to – the avoidance of chipping.

- 2.8 Defects are identified in raw materials, and actions are taken to minimise production losses.

Range actions may include but are not limited to – cutting of paper, recovery procedures, waste disposal, recording of losses, clean up of area.

Outcome 3

Load infeed conveyors.

Performance criteria

- 3.1 Matched raw materials are transported to the infeed conveyor without damage and in accordance with the production schedule.

- 3.2 Production rates and requirements are maintained by communicating with process operators.

- 3.3 Safe work practices associated with loading the infeed conveyors are identified and applied.

Range practices may include but are not limited to – isolation procedures, lockouts, emergency stops, machine guarding, the wearing of appropriate safety equipment, monitoring of moving equipment and forklifts.

- 3.4 Load infeed conveyors.

Outcome 4

Complete work operations from the production schedule.

Performance criteria

- 4.1 All product and materials are handled and stored according to manufacturers' recommendations.

- 4.2 Losses and damage to substrates and raw paper are recorded.

- 4.3 Machines and work area are cleaned and surplus or waste materials removed.

Range materials may include – non-hazardous, hazardous, recyclable, returnable, refundable.

- 4.4 Production, maintenance, and quality records are completed.

Planned review date	31 December 2024
----------------------------	------------------

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	26 September 2001	31 December 2012
Review	2	29 March 2005	31 December 2012
Rollover and Revision	3	23 February 2007	31 December 2013
Review	4	19 April 2012	N/A
Review	5	22 October 2020	N/A

Consent and Moderation Requirements (CMR) reference

0013

Comments on this unit standard

Please contact Competenz qualifications@competenz.org.nz if you wish to suggest changes to the content of this unit standard.