

Title	Manually assemble wood packaging products		
Level	2	Credits	3

Purpose	People credited with this unit standard are able to: demonstrate knowledge of health and safety issues relevant to wood packaging product manual assembly; describe the process and prepare for wood packaging product manual assembly; and manually assemble components and sub-components into finished products.
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Classification	Solid Wood Manufacturing > Wood Product Manufacturing Skills
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Available grade	Achieved
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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.
Component refers to items that form the basic materials of a product to be constructed.
Sub-component refers to a constituent part of something more complex. Industry may refer to this as a 'kit-set'.
Wood packaging products refer to products manufactured primarily from wood materials, used to store and transport goods. Examples include pallets, boxes, bins, and crates.
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 be in accordance with workplace procedures and accepted industry practice.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of health and safety issues relevant to wood packaging product manual assembly.

Performance criteria

- 1.1 Safe work practices are identified and used.
- Range may include but is not limited to – the wearing of appropriate safety equipment, isolation procedures, lockouts, emergency stops, machine guards.
- 1.2 The consequences of non-conformance with workplace procedures for manual assembly of wood packaging products are described in terms of equipment damage, production loss, and personal injury.

Outcome 2

Describe the process and prepare for wood packaging product manual assembly.

Performance criteria

- 2.1 The process of manually assembling wood packaging products is described, in terms of materials used, step-by-step process, and quality checks carried out within the process.
- 2.2 Job specifications are interpreted and verified.
- 2.3 Component and sub-component parts are selected and checked for defects prior to assembly and manufacture.
- Range may include but is not limited to – dimensional variations; physical imperfections – splits, cracks, knots, shakes, bark, decay, dirt stains; contamination from insects, organic matter, and/or other foreign bodies; moisture content.
- 2.4 Equipment for the task is selected and confirmed as being safe and in good working order.
- Range may include but is not limited to – tools, jigs, joining devices.
- 2.5 Components, sub-components, and fastening devices are positioned ready for assembly.

Outcome 3

Manually assemble components and sub-components into finished products.

Performance criteria

- 3.1 Manual pre-fabrication of sub-components, where required is carried out.
- 3.2 Components and sub-components are assembled.
- Range may include but is not limited to – positioning of nails, product square and flush, component parts positioned correctly, quality of finish.
- 3.3 Completed product is labelled.
- Range may include but not is limited to the use of – stencils, spray paint, paint roller, paint brush, adhesive labels.
- 3.4 Equipment and work area are left clean, clear, and tidy.
- 3.5 Communication with other workers, and production, maintenance, and quality records are completed.

Planned review date	31 December 2024
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	22 March 2002	31 December 2015
Review	2	18 December 2006	31 December 2015
Review	3	15 April 2011	31 December 2015
Review	4	20 March 2014	N/A
Review	5	22 October 2020	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 Competenz qualifications@competenz.org.nz if you wish to suggest changes to the content of this unit standard.