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| Title | Prepare for bagging, operate, and shut down compost bagging plant at a composting facility | | |
| Level | 3 | Credits | 15 |

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| Purpose | People credited with this unit standard are able to: prepare compost for bagging operations; prepare bagging plant for use; start and operate bagging plant; shut down bagging plant; maintain bagging plant operational records; and conduct quality and quantity inspection, and transport bagged product for dispatch, at a composting facility. |
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| Classification | Resource Recovery > Composting |
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| Available grade | Achieved |
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Guidance Information

- 1 All work practices must comply with the: Health and Safety at Work (HSW) Act 2015; Resource Management Act 1991; Hazardous Substances and New Organisms Act 1996; NZS 4454:2005 Composts, soil conditioners and mulches; The New Zealand Waste Strategy: Reducing Harm, Improving Efficiency 2010 Ministry for the Environment, available at <http://www.mfe.govt.nz>; And HSNO Codes of Practice for Hazardous Substances available at <https://worksafe.govt.nz/>.
- 2 Personal protective equipment (PPE) must be used throughout operations in accordance with company procedures. PPE includes but is not limited to – gloves, eye protection, appropriate footwear, overalls, hearing protection, respirator or facemask, high visibility clothing, fire extinguisher, first aid kit, eye wash kit, face shield/mask; hard hat.
- 3 Definitions
Company procedures mean the documented methods for performing work activities and include health and safety, environmental, and quality management requirements. They may refer to manuals, codes of practice, or policy statements.
Organic in this industry refers to materials that are putrescible or are of animal or vegetable origin.

Outcomes and performance criteria

Outcome 1

Prepare compost for bagging operations at a composting facility.

Performance criteria

- 1.1 Product bagging requirements are identified in accordance with company procedures.
- Range requirements may include but are not limited to – product type and availability, product specification, bag specification, quantity required, batch number, work schedule, packaging instructions, authorisation.
- 1.2 Product suitability is determined in accordance with bagging requirements.
- Range quality, moisture content.
- 1.3 Equipment, materials, and personnel requirements for bagging operation are identified and organised in accordance with company procedures.

Outcome 2

Prepare bagging plant for use at a composting facility.

Performance criteria

- 2.1 Machine components and related attachments are fitted and adjusted to meet safety requirements in accordance with manufacturer's instructions.
- 2.2 Safety devices and alarm systems are checked for correct operation in accordance with manufacturer's instructions and company procedures.
- Range safety devices and controls may include but are not limited to – emergency stop devices, alarms, barriers, guards, earth leakage devices, isolation, lockout or tagout procedures, warning lights, reverse alarms.
- 2.3 Pre-start checks are carried out in accordance with company procedures.
- Range walk around inspections.
- 2.4 Operational systems are checked, cleaned, and calibrated in accordance with manufacturer's instructions.
- 2.5 Batch number and operating parameters are entered to meet production requirements.
- 2.6 Plant or machinery identified as faulty is isolated, safety tagged, and reported promptly in accordance with company procedures.
- 2.7 Hazards related to bagging operations are identified, risk assessed, and managed in accordance with company procedures.

2.8 Negative environmental impacts associated with machinery operation are identified, assessed, and reported in accordance with company procedures.

Range noise, organic dusts, emissions, hazardous substances.

2.9 Product for bagging is obtained and positioned in accordance with production requirements.

Outcome 3

Start and operate bagging plant at a composting facility.

Performance criteria

3.1 Operational area is checked and personnel in operational area are informed of initiation of plant operation in accordance with company procedures.

3.2 Risks to self, others, and the environment are recognised and minimised in accordance with company procedures and HSW Act.

3.3 Product for bagging is loaded into the bagging plant hopper in the required quantities and sequence in accordance with recipe specifications.

3.4 Bagging plant is started up using correct sequence in accordance with manufacturer's instructions and company procedures.

3.5 Bagging plant is operated in a safe and controlled manner, and monitored for performance and efficiency in accordance with manufacturer's instructions.

3.6 Input materials are monitored, and non-conformities clearly identified and managed in accordance with company procedures and manufacturer's instructions.

3.7 Monitoring and subsequent plant operation adjustments made during processing achieve outputs in accordance with job specifications.

3.8 Out-of-specification product and process outcomes are identified, rectified, and/or reported in accordance with company procedures.

3.9 Bagged product is stacked, labelled, and wrapped in accordance with company procedures and customer requirements.

Outcome 4

Shut down bagging plant at a composting facility.

Performance criteria

4.1 Bagging plant shut down procedures are carried out in accordance with manufacturer's instructions and company procedures.

- 4.2 Bagging plant routine maintenance is carried out in accordance with manufacturer's instructions and company procedures.
- 4.3 Bagging plant is cleaned, secured, and stored in accordance with manufacturer's instructions and company procedures.

Outcome 5

Maintain bagging plant operational records at a composting facility.

Performance criteria

- 5.1 Bagging plant operational records are maintained accurately and promptly in accordance with company procedures.
- Range operational records may include but are not limited to – material type, quantity of material processed, equipment non-conformance, downtime, odometer.
- 5.2 Maintenance required is recorded and/or reported to supervisor in accordance with company procedures.
- Range damage, malfunctions, unsafe machinery.

Outcome 6

Conduct quality and quantity inspection, and transport bagged product for despatch at a composting facility.

Performance criteria

- 6.1 Bagged product is inspected and checked to confirm compliance with job sheet and company procedures.
- 6.2 Bagged product is inspected and checked to ensure quality is in accordance with company procedures and NZS 4454.
- 6.3 Bagged product is transported and positioned in holding area with labels clearly visible in accordance with company procedures.
- 6.4 Product quantity is confirmed and product details are documented accurately and promptly in accordance with company procedures.
- 6.5 Supervisor and/or product dispatcher is informed of product readiness for dispatch in accordance with company 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 | 23 April 2007 | 31 December 2025 |
| Rollover and Revision | 2 | 28 March 2019 | 31 December 2025 |
| Review | 3 | 27 March 2025 | 31 December 2025 |

Consent and Moderation Requirements (CMR) reference

0014

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