

<b>Title</b>	<b>Operate a guillotine for resource recovery operations</b>		
<b>Level</b>	<b>2</b>	<b>Credits</b>	<b>8</b>

<b>Purpose</b>	<p>This unit standard is for people who are currently working in the resource recovery industry processing waste materials.</p> <p>People credited with this unit standard are able to: demonstrate knowledge of a guillotine; prepare to operate a guillotine for processing a recoverable resource; demonstrate the operation of a guillotine; use a guillotine to process a recoverable resource; and demonstrate maintenance of a guillotine and work area.</p>
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<b>Classification</b>	Resource Recovery > Resource Recovery Operations
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 All work practices must comply with the: Health and at Work Act 2015; guillotine manufacturer's instructions, where available.
- 2 Personal protective equipment must be used throughout operations in accordance with company procedures.
- 3 Candidates for this unit standard are required to process waste materials such as textiles and plastic. This unit standard excludes using a guillotine in the printing industry, which is covered in unit standard 17390.
- 4 Definition  
*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.

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### Outcomes and performance criteria

#### Outcome 1

Demonstrate knowledge of a guillotine.

**Performance criteria**

- 1.1 The potential hazards of guillotines are identified and hazard controls are outlined in accordance with guillotine manufacturer's instructions and company procedures.
- 1.2 The mechanical functions of a guillotine are described in accordance with guillotine manufacturer's instructions and company procedures.

**Outcome 2**

Prepare to operate a guillotine for processing a recoverable resource.

**Performance criteria**

- 2.1 Job requirements are confirmed in accordance with company procedures.
- 2.2 Prestart checks are demonstrated in accordance with guillotine manufacturer's instructions and company procedures.
- 2.3 The guillotine is set up in accordance with company procedures and guillotine manufacturer's instructions.
- 2.4 Machine settings allow process requirements to be met.
- 2.5 The set up is completed within timeframes specified by the company.

**Outcome 3**

Demonstrate the operation of a guillotine.

**Performance criteria**

- 3.1 Startup and shutdown procedures are demonstrated in accordance with company procedures and guillotine manufacturer's instructions.
- 3.2 Guillotine is operated safely in accordance with guillotine manufacturer's instructions and company procedures.
- 3.3 Settings are maintained during operation in accordance with company procedures.  
  
Range settings may include but are not limited to – size, shape, contamination limit;  
maintenance may include but is not limited to – minor adjustments to machines, notifying person responsible for corrective action.

**Outcome 4**

Use a guillotine to process a recoverable resource.

**Performance criteria**

- 4.1 Job requirements are confirmed in accordance with company procedures.
- 4.2 A recoverable resource is received and fed into the process in accordance with company procedures.
- 4.3 Resource is broken down to meet client requirements in accordance with company procedures.
- 4.4 Processed resource and debris are removed from work area in accordance with company procedures.
- 4.5 Resource throughput is maintained in accordance with processing schedules.

**Outcome 5**

Demonstrate maintenance of a guillotine and work area.

**Performance criteria**

- 5.1 Hazards of maintenance on the guillotine are identified, assessed, and controlled in accordance with company procedures and legislation.
- 5.2 The guillotine is disassembled and cleaned in accordance with company procedures and guillotine manufacturer's instructions.
- 5.3 Any components to be replaced because they are worn, damaged, or faulty are identified and reported to supervisor in accordance with company procedures.
- 5.4 The guillotine is reassembled in accordance with company procedures and guillotine manufacturer's instructions.
- 5.5 Housekeeping of guillotine area is demonstrated in accordance with company procedures.
- 5.6 Machine faults that can be seen, heard, or smelt are reported or acted on in accordance with company procedures.

Range faults may include but are not limited to – machine jamming, process stopping, blockage, mechanical failure, electrical failure.

<b>Planned review date</b>	31 December 2023
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**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	25 February 2008	N/A
Rollover and Revision	2	28 March 2019	N/A

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

0014

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

**Comments on this unit standard**

Please contact MITO New Zealand Incorporated [info@mito.org.nz](mailto:info@mito.org.nz) if you wish to suggest changes to the content of this unit standard.