Title	Wrap wood products manually		
Level	2	Credits	3

Purpose	People credited with this unit standard are able to: explain fundamentals of manual product wrapping and wood product handling; and wrap wood product manually.

Classification	Solid Wood Manufacturing > Wood Product Manufacturing Skills

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 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.
     Wrapping covers the use of shrinkwrap, stretchwrap, plastic, medium density fibreboard (MDF) coversheets, paper, and pulp materials used to enclose products for distribution.

3   Range
     Manual wrapping covers all processes where the cover is applied and secured manually. Product may be moved by conveyor and strapping can be manual, semi-automatic or fully automatic.

4   Assessment information
     All activities and evidence must meet workplace procedures and accepted industry practice.

Outcomes and performance criteria

Outcome 1

Explain fundamentals of manual product wrapping and wood product handling.

Performance criteria

1.1 Function and purpose of the wrapping process are explained.

1.2 Equipment used to manually wrap product is identified, and its role is explained.

Range equipment may include but is not limited to – knives, guillotines, wire and strapping cutters, fork lifts, waste and recycle bins, conveyors, reel kickers, product lifts, corner protectors, strap.

1.3 Customer and worksite requirements for wrap finishing are explained.

Range wrapper type, labelling.

1.4 Hazards associated with manual wrapping are identified, and the role of protective equipment and safety features used to manage these are explained.

Range hazards may include but are not limited to – moving plant, knives, paper cuts, lifting, electricity; safety features may include but are not limited to – safety isolation procedures, lockouts, emergency stops, guards.

1.5 Consequences of non-conformance with workplace procedures are described.

Outcome 2

Wrap wood product manually.

Performance criteria

2.1 Safe work practices associated with manually wrapping product are identified and applied.

Range practices may include but are not limited to – isolation procedures, lock outs, emergency stops, machine guarding, wearing appropriate safety equipment.

2.2 Wrappers are selected to meet customer requirements.

2.3 Wrapping is carried out and meets production and customer requirements.

Range production and customer requirements may include but are not limited to – throughput, wrap security, labelling, absence of wrapping defects.

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	25 January 2008	31 December 2012
Rollover and Revision	2	15 April 2011	31 December 2015
Review	3	20 March 2014	N/A
Review	4	27 August 2020	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 Competenz qualifications@competenz.org.nz if you wish to suggest changes to the content of this unit standard.